



Teleprocessing Users Guide- Managed Care

Turnover Library Reference Number: MC10002

Document Management System Reference: Teleprocessing Users Guide- Managed Care

Address any comments concerning the contents of this manual to:

EDS Managed Care Unit
950 North Meridian Street, 10th Floor
Indianapolis, IN 46204
Fax: (317) 488-5169

EDS is a registered mark of Electronic Data Systems Corporation.

Revision History

Document Version Number	Revision Date	Revision Page Number(s)	Reason for Revisions	Revisions Completed By
Version 1.0	2000	Multiple	2000 Updates	Alicia Molby

Table of Contents

Revision History	iii
Section 1: Managed Care Menu Window	1
Introduction	1
Menu Bar	2
Field Information	4
System Information	4
System Features	4
Section 2: MCO Selection Window	6
Introduction	6
Menu Bar	7
Field Information	9
System Information	10
System Features	10
Section 3: MCO/Region Maintenance Window	11
Introduction	11
Menu Bar	12
Field Information	14
System Information	20
System Features	20
Section 4: Administrative Fee Maintenance Window	21
Introduction	21
Menu Bar	22
Field Information	24
System Information	26
System Features	26
Section 5: State Region Selection Window	27
Introduction	27
Menu Bar	28
Field Information	29
System Information	30
System Features	30
Section 6: Auto Assignment Distribution Maintenance Window	31
Introduction	31
Menu Bar	32
Field Information	34
System Information	36
System Features	36
Section 7: PMP Network Enrollment Maintenance Window	37

Introduction	37
Menu Bar	38
Field Information.....	40
System Information	42
System Features.....	42
Section 8: Billing Service Window.....	43
Introduction	43
Menu Bar	44
Field Information.....	46
System Information	50
Section 9: MCO Capitation Maintenance Window	51
Introduction	51
Menu Bar	52
Field Information.....	54
System Information	57
System Features.....	58
Section 10: MCO ECC Maintenance Window	59
Introduction	59
Menu Bar	60
Field Information.....	62
System Information	68
System Features.....	68
Section 11: MCO EFT Account/Financial Institution Window	69
Introduction	69
Menu Bar	70
Field Information.....	72
System Information	76
System Features.....	76
Section 12: MCO Region Eligibility Maintenance Window	77
Introduction	77
Menu Bar	78
Field Information.....	80
System Information	82
System Features.....	82
Section 13: MCO Provider Network Maintenance Window	83
Introduction	83
Menu Bar	84
Field Information.....	86
System Information	89
System Features.....	89
Section 14: Provider MCO Enrollment List Window	90

Introduction	90
Menu Bar	91
Field Information.....	93
System Information	95
System Features.....	95
Section 15: MCO Tax ID Maintenance Window	96
Introduction	96
Menu Bar	97
Field Information.....	99
System Information	102
System Features.....	102
Section 16: Potential Managed Care Recipients Window.....	103
Introduction	103
Menu Bar	104
Field Information.....	106
System Features.....	108
System Information	108
Section 17: MCO EFT Listing Window.....	109
Introduction	109
Menu Bar	110
Field Information.....	111
System Information	113
System Features.....	113
Section 18: Diagnosis Code Rate Cell Maintenance Window	114
Introduction	114
Menu Bar	115
Field Information.....	117
System Information	119
System Features.....	119
Section 19: Managed Care Adjustment Menu Window.....	120
Introduction	120
Menu Bar	121
Field Information.....	123
System Information	123
System Features.....	124
Section 20: Recipient Capitation History Window	125
Introduction	125
Menu Bar	126
Field Information.....	128
System Information	128
System Features.....	129
Section 21: Recipient Capitation Adjustments Window	130

Introduction	130
Menu Bar	131
Field Information.....	133
System Information	135
System Features.....	135
Section 22: Capitation Mass Rate Adjustment Request	
Window	136
Introduction	136
Menu Bar	137
Field Information.....	139
System Features.....	144
Section 23: Recipient PMP History for Capitation	
Adjustments Window	145
Introduction	145
Menu Bar	146
Field Information.....	148
System Information	149
System Features.....	149
Section 24: Months With No Capitation Payments Found	
Window	150
Introduction	150
Field Information.....	151
System Features.....	151
Section 25: Recipient Reconciliation Payments Window	152
Introduction	152
Menu Bar	153
Field Information.....	155
Section 26: Recipient End Date Capitation Adjustments	
Window	159
Introduction	159
Menu Bar	160
Field Information.....	162
System Information	168
System Features.....	169
Section 27: Capitation Adjustment List Window	170
Introduction	170
Menu Bar	171
Field Information.....	173
Bottom Half of Window Field Information	175
System Features.....	177
Section 28: Capitation Reason Codes Window	178
Introduction	178

Menu Bar.....	179
Field Information.....	180
System Features.....	182
Section 29: Capitation Categories/Rate Cells Window	183
Introduction	183
Menu Bar.....	184
Field Information.....	185
System Features.....	186

Section 1: Managed Care Menu Window

Introduction

The Managed Care Menu allows access to information regarding Managed Care Organizations (MCOs), administrative fees for Primary Care Case Management, billing services and software companies utilized by MCOs for electronic claims submission, the percentages utilized by the system for auto-assignment, and the potential recipients eligible for managed care.

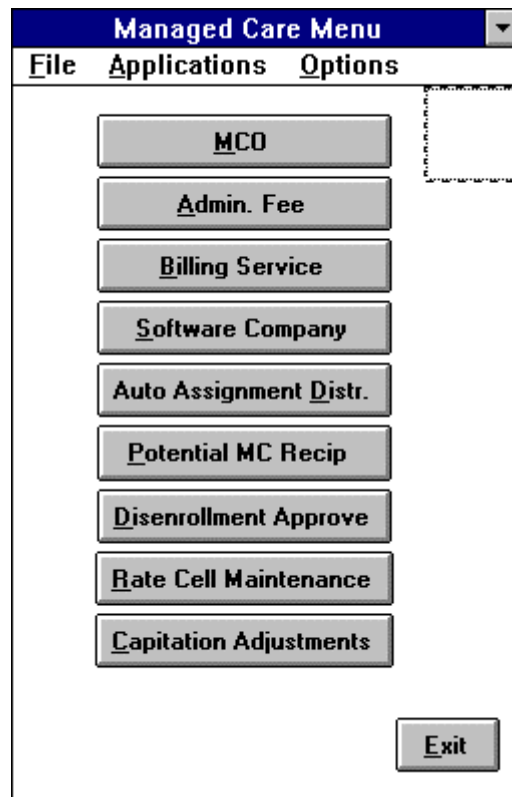


Figure 1.1 – Managed Care Menu Window

Managed Care Menu		
File	Applications	Options
Exit	Adhoc Reporting	MCO
Exit IndianaAIM	Claims	Admin Fee
	Financial	Billing Service
	Managed Care	Software Company
	MARS	Auto-assignment Distribution
	Prior Authorization	Potential MC Recip
	Provider	Disenrollment Approve
	Recipient	Rate Cell Maintenance
	Reference	Capitation Adjustment
	Security	
	Third Party Liability	

Figure 1.2 – Managed Care Window Menu Tree

Figure 1.2 is an illustration of the menu tree for the Managed Care Menu. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Exit – Returns to the previous window.

Exit IndianaAIM – Exits IndianaAIM.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Menu Selection: Option

This menu option allows access to all the functional areas available in Managed Care.

MCO – Click **MCO** to access screens related to Managed Care Organizations.

Admin Fee – Click **Admin Fee** to access screens related to Primary Care Case Management administrative fees.

Billing Service – Click **Billing Service** to access screens related to billing services utilized by MCOs for electronic claims submission.

Software Company – Click **Software Company** to access screens related to the software companies used by MCOs for electronic claims submission.

Auto-Assignment Distribution – Click **Auto-Assignment Distribution** to access screens related to the percentages utilized by the system for auto-assignment.

Potential MC Recip – Click **Potential MC Recip** to access the screen display the potential MC recipients selected from ICES updates.

Disenrollment Approve – Click **Disenrollment Approve** to access the screen that displays pending disenrollments.

Rate Cell Maintenance – Click **Rate Cell Maintenance** to access the Diagnosis code Rate Cell Maintenance window.

Capitation Adjustment – Click **Capitation Adjustment** to access the Managed Care Adjustment Menu window.

Field Information

None

System Information

PBL – MCARE01.PBL

Window – W_MNG_CARE_ROUTER

Menu – M_MANGED_CARE_ROUTE

Data Windows – DW_MCO_REGION_LIST

System Features

Click **MCO** to access the MCO Select window.

Click **ADMIN FEE** to access the PCCM Administrative Fee window.

Click **BILLING SERVICE** to access the MCO Billing Services Maintenance window.

Click **SOFTWARE COMPANY** to access the MCO Software Company Maintenance window.

Click **AUTO ASSIGNMENT DISTRIBUTION** to access the State Region Selection window and allow the user to inquire on or establish auto-assignment percentages for a region of the state.

Click **POTENTIAL MC RECIP** to access the window to display all recipients eligible for managed care, taken from ICES updates.

Section 2: MCO Selection Window

Introduction

The MCO Selection window is used to inquire about an enrolled MCO, add a new MCO to the tables, or update an existing MCO.

The screenshot shows a window titled "MCO Selection" with a menu bar containing "File", "Applications", and "Options". Below the menu bar is a table with three columns: "MCO ID", "Region", and "MCO Name". The table contains one row with the values "110003670", "Northern", and "NORTH REGION MCO". At the bottom of the window are four buttons: "New MCO", "New Region", "Select", and "Exit".

MCO ID	Region	MCO Name
110003670	Northern	NORTH REGION MCO

New MCO New Region Select Exit

Figure 2.1 – MCO Selection Window

MCO Selection			
File	Edit	Applications	Options
New	Copy	Adhoc Reporting	New MCO
Save	Paste	Claims	New Region
Print	Cut	Financial	
Exit		Managed Care	
Exit IndianaAIM		MARS	
		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Third Party Liability	
		SURS	
		Security	

Figure 2.2 – MCO Selection Window Menu Tree

Figure 2.2 is an illustration of the menu tree for the Managed Care Menu. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the headings for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title, and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press ALT.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save – This command saves current screen.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click Adhoc Reporting to get to the main menu for that functional area.

Claims – Click Claims to get to the main menu for that functional area.

Financial – Click Financial to get to the main menu for that functional area.

Managed Care – Click Managed Care to get to the main menu for that functional area.

MARS – Click MARS to get to the main menu for that functional area.

Prior Authorization – Click Prior Authorization to get to the main menu for that functional area.

Provider – Click Provider to get to the main menu for that functional area.

Recipient – Click Recipient to get to the main menu for that functional area.

Reference – Click Reference to get to the main menu for that functional area.

Security – Click Security to get to the main menu for that functional area.

SURS – Click SURS to get to the main menu for that functional area.

Third Party Liability – Click Third Party Liability to get to the main menu for that functional area.

Menu Selection: Option

This menu option allows the addition of a new MCO to the tables, add a new region to the displayed MCO, or select the highlighted MCO for inquiry/update.

New MCO – Click this option to add a new MCO to the tables.

New Region – Allows the addition of a new region to the highlighted MCO.

Field Information

Field Name: MCO ID

Description – Identifying number assigned to the MCO by IndianaAIM

Format – Nine numeric characters.

Features – Display only.

Edit – None

To correct – N/A

Field Name: Region

Description – Region of the state that the MCO serves

Format – Nine alphabetic characters

Features – Display only.

Edit – None

To correct – N/A

Field Name: MCO Name

Description – Name of the MCO as listed in the IndianaAIM tables

Format – 39 alphanumeric characters

Features – Display only.

Edit – None

To correct – N/A

System Information

PBL – MCARE01.PBL

Window – W_MCO_REGION_LIST

Menu – M_MCO_REGION_LIST

Data Windows – DW_MCO_REGION_LIST

System Features

Click **New MCO** to add a new MCO to the tables.

Click **New Region** to add a new region to the highlighted MCO.

Click **Select** to access the MCO/Region Maintenance window for the highlighted MCO.

Click **Exit** to return to the Managed Care Menu window.

Section 3: MCO/Region Maintenance Window

Introduction

The MCO/Region Maintenance window allows the user to view information regarding the MCO's address, contact and benefit advocate (BA) phone numbers, and billing service utilized for electronic claims submission.

The screenshot displays the 'MCO/Region Maintenance' window. At the top is a title bar with the text 'MCO/Region Maintenance' and a dropdown arrow. Below the title bar is a menu bar with the options: 'File', 'Edit', 'Applications', and 'Options'. The main content area contains several labeled input fields: 'MCO ID:' followed by a text box; 'Region:' followed by a dropdown menu showing 'Northern'; 'MCO Name:' followed by a long text box; 'Address 1:' followed by a text box; 'Address 2:' followed by a text box; 'City:' followed by a text box, 'State:' followed by a small dropdown, and 'Zip:' followed by a text box with a hyphen and another text box; 'Contact Name:' followed by a long text box; 'Phone:' followed by a text box with a hyphen and another text box, and 'Ext:' followed by a text box; 'Benefit Advocate Phone:' followed by a text box with a hyphen and another text box, and 'Ext:' followed by a text box; and 'Billing Service:' followed by a long text box. At the bottom of the window, there is a 'Next MCO Region' section with a checkbox and an 'Inquire' button. To the right of this are two buttons: 'New Region' and 'New MCO'. Further right are two buttons: 'Save' and 'Exit'.

Figure 3.1 – MCO/Region Maintenance Window

MCO/Region Maintenance			
File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Inquire
Save	Paste	Claims	New MCO
Print	Cut	Financial	New Region
Exit		Managed Care	MCO Billing Service
Exit IndianaAIM		MARS	MCO Capitation Rates
		Prior Authorization	MCO ECC Sender
		Provider	MCO EFT Account
		Recipient	MCO Eligibility
		Reference	MCO Provider Network
		Third Party Liability	MCO Tax ID
		SURS	
		Security	

Figure 3.2 – MCO/Region Maintenance Menu Tree

Figure 3.2 is an illustration of the menu tree for the MCO/Region Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press ALT.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save –Saves current screen.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Menu Selection: Option

This menu option allows access MCO maintenance windows.

Inquire – Click **Inquire** to inquire on different region for this MCO.

New MCO – Click **New MCO** to add a new MCO to the tables.

New Region – Click **New Region** to add a new region to this MCO.

MCO Billing Service – Click **MCO Billing Service** to inquire on the billing service utilized by the MCO.

MCO Capitation Rates – Click **MCO Capitation Rates** to access the MCO Capitation Maintenance window for this MCO.

MCO ECC Sender – Click **MCO ECC Sender** to access the MCO ECC Maintenance window for this MCO.

MCO EFT Account – Click **MCO EFT Account** to access the MCO EFT Account Maintenance window for this MCO.

MCO Eligibility – Click **MCO Eligibility** to access the MCO Region Eligibility Maintenance window for this MCO.

MCO Provider Network – Click **MCO Provider Network** to access the MCO Provider Network Maintenance window for this MCO.

MCO Tax ID – Click **MCO Tax ID** to access the MCO Tax ID Maintenance window for this MCO.

Field Information

Field Name: MCO ID

Description – Identifying numbers assigned to the MCO by IndianaAIM

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Region

Description – Region of the state that the MCO serves

Format – Nine alphabetic characters

Features – Drop-down box

Valid values include:

- Northern
- Central
- Southern

Edit – 10001 – Duplicate MCO Region Found! Not Allowed!

To correct – Verify entry. The displayed MCO has already been enrolled in the selected region.

Field Name: MCO Name

Description – Name of the MCO as listed in the IndianaAIM tables

Format – 39 alphanumeric characters

Features – None

Edit – 10002 – MCO Name is Required! Please enter a value.

To correct – Enter an MCO name.

Field Name: Address 1

Description – Street addresses to all correspondence for the MCO to be mailed.

Format – 25 alphanumeric characters

Features – None

Edit – 10002 – Address is required! Please enter a value.

To correct – Enter a street address for the MCO.

Field Name: Address 2

Description – Additional mailing address information, such as suite number, for this MCO.

Format – 25 alphanumeric characters

Features – None

Edit – None

To correct – N/A

Field Name: City

Description – City to which the correspondence for this MCO is mailed

Format – 15 alphanumeric characters

Features – None

Edit – 10002 – City is required! Please enter a value!

To correct – Enter a city for the MCO.

Field Name: State

Description – Two character state identifier the correspondence for this MCO is mailed

Format – Two alphabetic characters

Features – None

Edit – 10002 – State is required! Please enter a value!

To correct – Enter a state code for the MCO.

Edit – 91036 – Invalid State Code!

To correct – Verify typing. The state code must be a valid state identifier.

Field Name: ZIP

Description – ZIP code to which the correspondence for this MCO is mailed

Format – Nine numeric characters

Features – None

Edit – 10002 – ZIP is required! Please enter a value.

To correct – Enter a ZIP code for the MCO.

Field Name: ZIP Code Extension

Description – ZIP+4 extension, if known

Format – Four numeric characters.

Features – None

Edit – 91029 – Must be numeric!

To correct – Verify typing. The extension must be numeric (0-9).

Edit – 91058 – Must be 4 characters!

To correct – Verify typing. The extension must contain four characters.

Field Name: Contact Name

Description – Person at the MCO to contact if needed.

Format – 35 alphanumeric characters

Features – None

Edit – None

To correct – N/A

Field Name: Phone

Description – Phone number for the MCO contact person

Format –

Features – None

Edit – 10002 – Phone is required. Please enter a value!

To correct – Enter a phone number for the MCO.

Edit – 91029 – Must be numeric!

To correct – Verify typing. The phone number must be numeric (0-9).

Edit – 91061 – Phone number must be 10 digits!

To correct – Verify typing. The phone number must contain 10 digits.

Field Name: Ext

Description – Phone extension, if applicable, of the MCO contact person

Format – Nine numeric characters.

Features – None

Edit – 91029 – Must be numeric!

To correct – Verify typing. The extension must be numeric (0-9).

Field Name: Benefit Advocate Phone

Description – Phone number for this MCO's benefit advocates

Format – Nine numeric characters

Features – None

Edit – 10002 – Phone is required. Please enter a value!

To correct – Enter a benefit advocate phone number for the MCO.

Edit – 91029 – Must be numeric!

To correct – Verify typing. The phone number must be numeric (0-9).

Edit – 91061 – Phone number must be 10 digits!

To correct – Verify typing. The phone number must contain 10 digits.

Field Name: Ext

Description – Phone extension, if applicable, for the MCO's benefit advocates

Format – Nine numeric characters.

Features – None

Edit – 91029 – Must be numeric!

To correct – Verify typing. The extension must be numeric (0-9).

Field Name: Billing Service

Description – Name of the billing service, if any, used by the MCO for electronic claims submission

Format – 39 alphanumeric characters

Features – User may double-click on field to get a list of valid billing services.

Edit – 91011 – Record not found! Please try again!

To correct – Verify typing. The billing service is on the billing service tables. If necessary, access the billing service maintenance window and add the billing service.

Field Name: Next MCO Region

Description – Alphabetic code of the next region

Format – CCYY/MM/DD

Features – None

Edit – 10017 – MCO not enrolled in this region!

To correct – Verify typing. MCO is not enrolled in selected region.

Edit – 10018 – MCO Region is currently being displayed!

To correct – Verify typing. Selected region is being shown.

Other Messages

Save successful, Save unsuccessful

Edit – 8004 – No changes typed.

Edit – 10006 – MCO Tax ID is Required! Please Enter!

To correct – Access the MCO Tax ID window and enter the required information.

Edit – 10007 – MCO Capitation Info Required. Please Enter!

To correct – Access the MCO Capitation window and enter the required information.

Edit – 10008 – MCO Eligibility Dates Required! Please Enter!

To correct – Access the MCO Eligibility window and enter the required information.

System Information

PBL – MCARE01.PBL

Window – W_MCO_REGION_MAINT

Menu – W_MCO_REGION_MAINT

Data Windows – DW_HEADER_2

DW_MCO_REGION

System Features

Click **New Region** to add a new region to this MCO.

Click **New MCO** to add a new MCO to the tables.

Click **Save** to save any information typed into the window.

Click **Exit** to return to the MCO Region Select window.

Click **Inquire** to inquire about information related to another region this MCO serves.

Section 4: Administrative Fee Maintenance Window

Introduction

The Administrative Fee Maintenance window is used to add a new administrative fee and its corresponding effective dates.

The screenshot shows a window titled "Administrative Fee Maintenance" with a menu bar containing "File", "Edit", and "Applications". Below the menu is a table with the following data:

Admin Fee Category	Effective Date	End Date	Administrative Fee
Normal	1994/01/01	19940430	4.50
Normal	1994/05/01	1998/05/05	3.00

At the bottom of the window are three buttons: "New", "Save", and "Exit".

Figure 4.1 – Administrative Fee Maintenance Window

Administrative Fee Maintenance		
File	Edit	Applications
New	Copy	Adhoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 4.2 – Administrative Fee Maintenance Menu Tree

Figure 4.2 is an illustration of the menu tree for the Administrative Fee Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save – This command saves current screen.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to get to the main menu for that functional area.

Claims – Click **Claims** to get to the main menu for that functional area.

Financial – Click **Financial** to get to the main menu for that functional area.

Managed Care – Click **Managed Care** to get to the main menu for that functional area.

MARS – Click **MARS** to get to the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to get to the main menu for that functional area.

Provider – Click **Provider** to get to the main menu for that functional area.

Recipient – Click **Recipient** to get to the main menu for that functional area.

Reference – Click **Reference** to get to the main menu for that functional area.

Security – Click **Security** to get to the main menu for that functional area.

SURS – Click **SURS** to get to the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to get to the main menu for that functional area.

Field Information

Field Name: Admin Fee Category

Description – Type of administrative fee. At this time, the only category is **Normal**. In the future, this may contain a separate fee for restricted card recipients or sanctioned providers.

Format – Alphabetic

Features – Drop-down box

Valid values include:

- Normal

Edit – None

To correct – N/A

Field Name: Effective Date

Description – Effective date for this administrative fee

Format – CCYYMMDD

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing. Enter date in appropriate format.

Edit – 91002 – Date must be numeric!

To correct – Verify typing. Enter only numbers in the field.

Edit – 10002 – Effective Date is Required! Please Enter a Value!

To correct – Enter an effective date.

Field Name: End Date

Description –Date this administrative fee is no longer effective

Format – CCYYMMDD

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing. Enter date in appropriate format.

Edit – 91002 – Date must be numeric!

To correct – Verify typing. Enter only numbers in the field.

Edit – 91030 – Date segments may not overlap!

To correct – Verify typing. System will not allow two rates for the same period.

Edit – 10002 – End Date is Required! Please Enter a Value!

To correct – Enter an end date.

Edit – 10003 – End Date < Effective Date!

To correct – Verify typing. End date must be greater than or equal to the effective date.

Field Name: Administrative Fee

Description – Amount of administrative fee to be paid per recipient for this effective date and type

Format – Numeric

Features – Display only.

Edit – 91029 – Administrative fee must be numeric!

To correct – Verify typing. Type only numbers in the field.

Edit – 10026 – Administrative fee must be greater than zero!

To correct – Verify typing. Type a number greater than \$0.00

Other Messages

Save Successful!

Save Unsuccessful!

8004 – No changes keyed!

System Information

PBL – MCARE01.PBL

Window – W_ADMIN_FEE_MAINT

Menu – M_BASE_LIST_UPDATE

Data Windows – DW_ADMIN_FEE

System Features

Click **New** to add a new administrative fee and effective dates.

Click **Save** to save any information typed into the window.

Click **Exit** to return to the MCO Region Maintenance window.

Section 5: State Region Selection Window

Introduction

The State Region Selection window allows access to certain state regions and displays the current auto-assignment distribution percentages. This window is accessed, by clicking **Auto Assignment Distribution** located on the Managed Care Menu window.

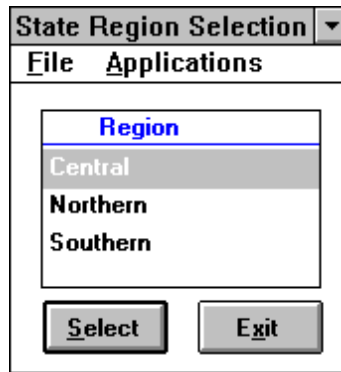


Figure 5.1 – State Region Selection Window

State Region Selection	
File	Applications
Select	Adhoc Reporting
Print	Claims
Exit	Financial
Exit IndianaAIM	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	Third Party Liability

Figure 5.2 – State Region Selection Window Menu Tree

Figure 5.2 is an illustration of the menu tree for the State Region Selection window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Select – Allows the selection of the highlighted state region for percentage updates.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM

Adhoc Reporting – Click **Adhoc Reporting** access to the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: Region

Description – Region of the state to display

Format – Alphabetic

Features – None

Edit – None

To correct – N/A

System Information

PBL – MCARE01.PBL

Window – W_REGION_LIST

Menu – M_BASE_LIST_RETRIEVE

Data Windows – DW_STATE_REGION_LIST

System Features

Click **Select** to access the Auto-assignment Distribution Maintenance window for the highlighted region.

Click **Exit** to return to the previous window.

Section 6: Auto Assignment Distribution Maintenance Window

Introduction

The Auto Assignment Distribution Maintenance window allows the user to inquire on or make updates to the target auto-assignment percentages by health plan network.

Program	MCO ID	Target Percentage	Actual Recipients Auto Assigned
RBMC	110003670	25%	0
RBMC	110003800	25%	0
RBMC	110003920	50%	0

Figure 6.1 – Auto Assignment Distribution Maintenance Window

Auto Assignment Distribution Maintenance		
File	Edit	Applications
New	Copy	Adhoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 6.2 – Auto Assignment Distribution Maintenance Menu Tree

Figure 6.2 is an illustration of the menu tree for the Auto Assignment Distribution window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save –Saves current screen.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: MCO Region

Description – Region of the state applicable for these percentages

Format – Alphabetic

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Network

Description – Hoosier Healthwise Network, either RBMC or PCCM, applicable for this percentage

Format – Alphabetic

Features – Drop-down box

Valid values include:

- PCCM
- RBMC

Edit – 10027 – RBMC Program with no valid MCO entered! Not valid!

To correct – Type a valid MCO identification number or select PCCM.

Edit – 10028 – PCCM Program with MCO entered! Not valid!

To correct – Delete MCO identification number or select RBMC.

Edit – 10030 – Only One PCCM Program for a Region!

To correct – System only allows one entry for PCCM. Select RBMC or exit if there are no additional MCOs to add.

Field Name: MCO ID

Description – Identification number of the applicable Managed Care Organization

Format – Nine numeric characters

Features – None

Edit – 10025 – MCO ID Not on File! Please Re-enter!

To correct – Type a valid MCO identification number.

Edit – 10029 – Duplicate MCO within the Region! Not Allowed!

To correct – System allows only one entry per MCO per region. Enter a different MCO ID number.

Edit – 10034 – MCO Not Enrolled in this Region!

To correct – Type a valid MCO identification number for this region.

Field Name: Target Percentage

Description – Desired percentage of auto-assignments to be made to this network or MCO, if applicable, for this region

Format – Numeric

Features – Coverts decimal entry to percentage display

Edit – 91029 – Target percentage must be numeric!

To correct – Type only numbers in the field.

Edit – 10031 – Percentage rates sum to less than 100%! Do you want to continue with the EXIT!

To correct – Verify typing. The sum of all entries must be 100%. If exit is continued, data will not be saved.

Edit – 10032 – Percentage rates sum to more than 100%

To correct – Verify typing. Enter a series of numbers whose total is equal to 1.

Edit – 10033 – Target percent may not be zero!

To correct – Verify typing. Enter a value greater than 0.

Field Name: Actual Recipients Auto Assigned

Description – Number of recipients auto-assigned to this network or MCO for this region.

Format – Numeric

Features – Protected. Display only.

Edit – None

To correct – N/A

Other Messages

Edit – 8004 – No changes keyed! Save successful! Save unsuccessful!

System Information

PBL – MCARE01.PBL

Window – W_AUTOASSIGN_PERCENTAGE

Menu – M_BASE_LIST_UPDATE

Data Windows – DW_REGION_HEADER

DW_AUTOASSIGN_PERCENTAGE

System Features

Click **New** to add a new entity to the auto-assignment algorithm.

Click **Save** to save the current window.

Click **Exit** to return to the previous window.

Section 7: PMP Network Enrollment Maintenance Window

Introduction

The PMP Network Enrollment Maintenance window allows inquiry or updates to the Managed Care network currently open for the provider. A provider may only be open under one health plan network at any given time. Current policy allows changes to this information only on a calendar quarter basis. PCCM and RBMC represent network types for both Medicaid and Package C.

Enrollment Network Effective Date	Enrollment Network End Date	Enrollment Network
19940701	2299/12/31	PCCM

Figure 7.1 – PMP Network Enrollment Maintenance Window

PMP Enrollment Network Maintenance		
File	Edit	Applications
New	Copy	Adhoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		Third Party Liability

Figure 7.2 – PMP Enrollment Network Maintenance Menu Tree

Figure 7.2 is an illustration of the menu tree for the PMP Enrollment Network Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the headings for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save –Saves current screen.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: Provider ID

Description – Medicaid identification number of the provider

Format – Nine numeric characters

Features – Protected. Display only

Edit – None

To correct – N/A

Field Name: Enrollment Network Effective Date

Description – Date the provider is open under a given network

Format – CCYYMMDD

Features – Drop-down box. Gives quarterly dates to select for network start dates.

Edit – 5184 – Start date already on file! No duplicates allowed!

To correct – Verify typing and select a start date not on file.

Edit – 5215 – Start Date must be a quarter date or eligible start!

To correct – Type an effective date of *Jan, April, July, or Oct* 1 or the PMP's eligibility start date.

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing and re-key.

Edit – 91002 – Date must be numeric!

To correct – Verify typing and re-key.

Edit – 91003 – Date is required!

To correct – Enter date into field.

Field Name: Enrollment Network End Date

Description – Date the displayed network is no longer effective

Format – CCYYMMDD

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing and retype.

Edit – 91002 – Date must be numeric!

To correct – Verify typing and retype.

Edit – 91003 – Date is required!

To correct – Enter date in field

Edit – 91030 – Date segments may not overlap!

To correct – Verify typing. PMP may not have two segments for the same time frame.

Edit – 5178 – End Date < Effective Date! Not Allowed!

To correct – Verify typing. End date must be greater than effective date.

Edit – 91002 – Date must be numeric!

To correct – Verify typing and retype.

Field Name: Enrollment Network

Description – Currently open network for a provider

Format – Five Alphabetic characters

Features – Drop-down box

Valid values include:

- MCO
- PCCM

Edit – 5187 – Network Date must be within the Enrollment Period!

To correct – Select an effective date within the provider's enrollment period.

System Information

PBL – PROV07.PBL

Window – W_PMP_ENROLL_PROGRAMM

Menu – M_BASE_LIST_UPDATE

Data Windows – DW_PMP_ENROLL_PGRM

System Features

Click **New** to display a blank window for data entry on a new practice type.

Click **Save** to save the information.

Click **Exit** to return to the Primary Medical Provider Maintenance window.

Section 8: Billing Service Window

Introduction

The Billing Service window is used to inquire about information related to the billing service used by the MCO for electronic claims submission.

The screenshot shows a window titled "Billing Service" with a menu bar containing "File" and "Applications". Below the menu bar, there are several input fields: "MCO ID:" with the value "100036890", "MCO Region:" with the value "Central", "MCO Name:" with the value "CENTRAL MCO", and "Billing Service:" with the value "A1 CLAIMS BILLING". Below these fields is a table with the following data:

Row 1 of 2	
Submission Type:	Cartridge
NECS/Disk Size:	No
Production Date:	0
Software Co:	JAMES' MILLION DOL
Sender ID:	008C
Login ID:	
Password:	*****
Disk/Tape Size:	
Labels:	
Density:	
Machine Name:	

At the bottom right of the window is an "Exit" button.

Figure 8.1 – Billing Service Window

Billing Service	
File	Applications
New	Adhoc Reporting
Save	Claims
Print	Financial
Exit	Managed Care
Audit	MARS
Exit IndianaAIM	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 8.2 –Billing Service Maintenance Menu Tree

Figure 8.2 is an illustration of the menu tree for the MCO Billing Service window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save –Saves current screen

Print – Prints a data window, current window,, or the entire screen.

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: MCO ID

Description – Identifying number assigned to the MCO by IndianaAIM

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Region

Description – Region of the state that the MCO services

Format – Nine alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Name

Description – Name of the MCO as listed in the IndianaAIM tables

Format – 39 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Name

Description – Name of the billing service used by the MCO

Format – 39 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Submission Type

Description – Indicates the method of submission a sender is using to transmit their claims electronically

Format – Alphanumeric

Features – Display only

Valid values include:

- Async (Xmodem)
- Async (UUCP)
- Bisync
- Tape
- Diskette
- Cartridge
- Interactive

Edit – None

To correct – N/A

Field Name: NECS/Disk Size

Description – Indicates whether a provider uses the EDS National Electronic Claims Submission (NECS) software and the size of diskette required for software or updates

Format – Character

Features – Display only

Valid values include:

- NECS Yes or No
- Disk Size 3 1/2" or 5 1/4"

Edit – None

To correct – N/A

Field Name: Production Date

Description – Date that the sender begins submitting production claims electronically

Format – Eight numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Software Co

Description – Identifies a third party that maintains software used in billing claims electronically

Format – Character

Features – Display only

Edit – None

To correct – N/A

Field Name: Sender ID

Description – System generated unique number that identifies the billing entity submitting electronic claims

Format – Four alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Login Id

Description – Identifier that a sender uses to access the EDS electronic claims submission system

Format – Eight alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Password

Description – Password a sender uses to access the EDS electronic claims submission system

Format – Eight numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Disk/Tape Size

Description – Indicates the size disk or tape that a sender uses to bill electronic batch claims

Format – Character

Features – Display only

Valid values include:

- Disk:
 - 3 1/2"
 - 5 1/4"
 - 8"
- Tape:
 - 7 in
 - 9 in
 - 10 in

Edit – None

To correct – N/A

Field Name: Labels

Description –Yes/No value that indicates whether a sender submitting electronic batch claims on tape or disk uses a labeled format

Format – N/A

Features – Display only

Valid values include:

- Yes

- No

Edit – None

To correct – N/A

Field Name: Density

Description – Indicates the density of a tape a sender uses to bill electronic batch claims

Format – N/A

Features – Display only

Valid values include:

- 6250
- 1600
- 800

Edit – None

To correct – N/A

Field Name: Machine Name

Description – Indicates the name of the machine that a provider uses to submit electronic claims (Asynchronous UUCP only)

Format – 10 alphanumeric characters

Features – None

Edit – None

To correct – N/A

System Information

PBL – MCARE01.PBL

Window – W_MCO_BILLING_SERVICE_LIST

Menu – M_BASE_LIST_RETRIEVE

Data Windows – DW_HEADER_3

DW_PROV_SENDER_BILL_SVC

Section 9: MCO Capitation Maintenance Window

Introduction

The MCO Capitation Maintenance window is used to inquire on the information regarding the selected MCO capitation rates by category. This window is accessed by clicking **Option** on the MCO/Region Maintenance window.

MCO Capitation Maintenance

File Edit Applications Options

MCO ID: 123789456 MCO Region: Central Managed Care Network: RRMI

MCO Name: ANY MCO

Eff Dte: 1996/10/01 Dte End: 1996/12/31

Cde Rate Cell	Desc Rate Cell	Capitation Amount
A	AFDC ADULT MALE - RURAL	116.62
B	AFDC ADULT MALE - URBAN	\$121.47
C	AFDC ADULT FEMALE - RURAL	\$146.58
D	AFDC ADULT FEMALE - URBAN	\$152.03
E	AFDC CHILD/INFANT - RURAL	\$59.16
F	AFDC CHILD/INFANT - URBAN	\$61.96
G	AFDC RELATED CHILD/INFANT - RURAL	\$68.43

Existing Rate Cells

Eff Dte	End Dte	Active
1996/10/01	1996/12/31	No
1995/10/01	1996/09/30	No
1995/01/01	1995/09/30	No

Select

New Save Exit

Figure 9.1 – MCO Capitation Maintenance Window

MCO Capitation Maintenance			
File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Select
Save	Paste	Claims	
Print	Cut	Financial	
Exit		Managed Care	
Audit		MARS	
Exit IndianaAIM		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Third Party Liability	
		SURS	
		Security	

Figure 9.2 – MCO Capitation Maintenance Menu Tree

Figure 9.2 is an illustration of the menu tree for the MCO Capitation Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save – This command saves current screen.

Print – Prints a data window, current window,, or the entire screen.

Exit – Returns to the previous window

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits from the IndianaAIM system.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Menu Selection: Options

This menu option allows the selection of a capitation effective date for display.

Select – Click **Select** to display the capitation rates for the highlighted effective date.

Field Information

Field Name: MCO ID

Description – Identifying number assigned to the MCO by IndianaAIM

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Name

Description – Name of the MCO as listed in the IndianaAIM tables

Format – 39 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Region

Description – Region of the state that the MCO serves

Format – Nine alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Capitation Effective Date

Description – Effective date for inquiring

Format – CCYY/MM/DD

Features – Display only

Edit – None

To correct – N/A

Field Name: Effective Date

Description – Effective date for inquiring

Format – CCYY/MM/DD

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing. Date must be in CCYYMMDD format

Edit – 91002 – Date must be numeric!

To correct – Verify typing. The date must contain only numeric characters (0-9)

Edit – 10002 – Effective Date is required! Please enter a value!

To correct – Enter effective date.

Edit – 10015 – Duplicate Effective Date Not Allowed!

To correct – Verify typing. MCO already has capitation rates on file for this effective date.

Field Name: Urban/Rural (list title)

Description – Designates if the rate displayed is applicable for urban or rural recipient counties

Format – Five alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: AFDC Adult Male

Description – Capitation rate for the category and effective date displayed

Format – Five numeric characters

Features – None

Edit – 91029 – Capitation rate must be numeric!

To correct – Verify typing. The capitation rate must contain only numeric values.

Field Name: AFDC Adult Female

Description – Capitation rate for the category and effective date displayed

Format – Five numeric characters

Features – None

Edit – 91029 – Capitation rate must be numeric!

To correct – Verify typing. The capitation rate must contain only numeric values.

Field Name: AFDC Child/Infant

Description – Capitation rate for the category and effective date displayed

Format – Five numeric characters

Features – None

Edit – 91029 – Capitation rate must be numeric!

To correct – Verify typing. The capitation rate must contain only numeric values.

Field Name: AFDC Related Mother

Description – Capitation rate for the category and effective date displayed.

Format – Five numeric characters

Features – None

Edit – 91029 – Capitation rate must be numeric!

To correct – Verify typing. The capitation rate must contain only numeric values.

Field Name: AFDC Related Child/Infant

Description – Capitation rate for the category and effective date displayed

Format – Five numeric characters

Features – None

Edit – 91029 – Capitation rate must be numeric!

To correct – Verify typing. The capitation rate must contain only numeric values.

Other Messages

Save successful, Save unsuccessful

System Information

PBL – MCARE01.PBL

Window –
W_MCO_CAPITATION/W_MCO_CAPITATION_RESPONSE

Menu – M_BASE_MAINT_SIMPLE_WITH_LIST

Data Windows – DW_HEADER

DW_MCO_CAPITATION

System Features

Click **Select** to display the capitation rates for the highlighted date.

Click **New** to input new effective dates and capitation rates for the displayed MCO.

Click **Save** to save any information keyed into the window.

Click **Exit** to return to the MCO Region Maintenance window.

Section 10: MCO ECC Maintenance Window

Introduction

The MCO ECC Maintenance window is used to view and maintain electronic claims submission information for an MCO.

The screenshot displays the 'MCO ECC Maintenance' window. At the top is a title bar with the text 'MCO ECC Maintenance' and a dropdown arrow. Below the title bar is a menu bar with the options 'File', 'Edit', 'Applications', and 'Options'. The main content area is divided into several sections. The first section contains three fields: 'MCO ID:' with the value '110003670', 'MCO Region:' with the value 'Northern', and 'MCO Name:' with the value 'NORTH REGION MCO'. The second section is titled 'Sender IDs for MCO Region' and includes a sub-header 'Row 1 of 1'. This section contains several fields: 'Submission Type:' with a dropdown arrow, 'NECS/Disk Size:' with the value 'No', 'Production Date:' with the value '0000/00/00', 'Software Co:' with an empty text box, 'Sender ID:' with an empty text box, 'Login ID:' with an empty text box, 'Password:' with the value '*****', 'Disk/Tape Size:' with an empty text box, 'Labels:' with an empty text box, 'Density:' with an empty text box, and 'Machine Name:' with an empty text box. At the bottom of the window are four buttons: 'New', 'Save', 'Exit', and 'NECS Update History'.

MCO ECC Maintenance	
File Edit Applications Options	
MCO ID:	110003670
MCO Region:	Northern
MCO Name:	NORTH REGION MCO
Sender IDs for MCO Region	
Row 1 of 1	
Submission Type:	
NECS/Disk Size:	No
Production Date:	0000/00/00
Software Co:	
Sender ID:	
Login ID:	
Password:	*****
Disk/Tape Size:	
Labels:	
Density:	
Machine Name:	
New Save Exit	
NECS Update History	

Figure 10.1 – MCO ECC Maintenance Window

MCO ECC Maintenance			
File	Edit	Applications	Options
New	Copy	Adhoc Reporting	NECS Update
Save	Paste	Claims	
Print	Cut	Financial	
Exit		Managed Care	
Audit		MARS	
Exit IndianaAIM		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Third Party Liability	
		SURS	
		Security	

Figure 10.2 – MCO ECC Maintenance Menu Tree

Figure 10.2 is an illustration of the menu tree for the MCO ECC Maintenance. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save – Saves the current screen

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits from the IndianaAIM system.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Menu Selection: Options

This menu option allows access to MCO maintenance windows.

NECS Update – Click on this option to update information regarding the latest version of NECS software used by the sender.

Field Information

Field Name: MCO ID

Description –Identifying number assigned to the MCO by IndianaAIM

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Region

Description – Region of the state that the MCO services

Format – Nine alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Name

Description – Name of the MCO as listed in the IndianaAIM tables

Format – 39 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Submission Type

Description – Indicates the method of submission a sender is using to transmit their claims electronically

Format – Alphanumeric

Features – Drop-down box

Valid values include:

- Async (Xmodem)
- Async (UUCP)
- Bisync
- Tape
- Diskette
- Cartridge
- Interactive

Edit – 91037 – Field is required!

To correct – Click on listed method of submission. A method of submission must be selected

Edit – 10020 – Duplicate submission type not allowed!

To correct – Verify typing. MCO may only have one ID per submission type. Selected type is already on file.

Field Name: NECS/Disk Size

Description – Indicates whether a provider uses the EDS National Electronic Claims Submission (NECS) software and the size of diskette required for software or updates

Format – Character

Features – Drop-down box

Valid values include:

- NECS – Yes or No
- Disk Size – 3 1/2" or 5 1/4"

Edit – 5136 – Disk Size must be blank if NECS is "NO"!

To correct – Verify typing. Providers receiving NECS do not use diskettes.

Edit – 5137 – NECS must be "NO" for this submission type!

To correct – Verify typing. NECS is not available for the selected submission type.

Field Name: Production Date

Description – Date that the sender begins submitting production claims electronically

Format – Eight numeric characters

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Enter date in valid CCYYMMDD format

Edit – 91002 – Date must be numeric!

To correct – Verify date and reenter in valid CCYYMMDD format

Field Name: Software Co

Description – Identifies a third party that maintains software used in billing claims electronically

Format – Character

Features – Double click to view list of software companies

Edit – 91011 – Record not found - please try again!

To correct – Enter a Software Company Name or Select from the list by double clicking on the field.

Edit – 91037 – Field is required!

To correct – Enter a software company name or Select from the list by double clicking

Field Name: Sender ID

Description – System generated unique number that identifies the billing entity submitting electronic claims

Format – Four alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Login ID

Description – Identifier that a sender uses to access the EDS electronic claims submission system

Format – Eight alphanumeric characters.

Features – Display only

Edit – None

To correct – N/A

Field Name: Password

Description – Password that a sender uses to access the EDS electronic claims submission system

Format – Eight numeric characters

Features – This field display in asterisks to protect the password

Edit – 5130 – Must be blank for this submission type

To correct – Verify submission type

Edit – 5131 – Required for this submission type!

To correct – Verify submission type and if applicable, enter an alphanumeric password containing up to eight characters.

Edit – 91031 – Must be alphanumeric!

To correct – Enter an alphanumeric password containing up to eight characters.

Edit – 91037 – Field is required!

To correct – Enter an alphanumeric password containing eight characters

Edit – 91063 – Must be at eight characters.

To correct – Enter an alphanumeric password eight characters in length.

Field Name: Disk/Tape Size

Description – Indicates the size disk or tape that a sender uses to bill electronic batch claims

Format – Character

Features – Drop-down box

Valid values include:

- Disk: – 3 ½," 5 ¼," 8"
- Tape –7," 9," 10"

Edit – 5130 – Must be blank for this submission type!

To correct – Verify submission type and re-enter

Edit – 5131 – Required for this submission type!

To correct – Verify submission type and re-enter

Edit – 5132 – Valid disk sizes are: 3 1/2", 5 1/4", or 8"!

To correct – Verify disk size and re-enter

Edit – 5133 – Valid tape sizes are 7, 9, or 10 inch!

To correct – Verify tape size and re-enter

Edit – 5135 – Disk size required for NECS!

To correct – Enter disk size.

Field Name: Labels

Description – Yes/No value that indicates whether a sender submitting electronic batch claims on tape or disk uses a labeled format

Format – N/A

Features – Drop-down box

Valid values include:

- Yes
- No

Edit – 5130 – Must be blank for this submission type!

To correct – Verify submission type

Edit – 5131 – Required for this submission type!

To correct – Verify submission type

Field Name: Density

Description – Indicates the density of a tape that a sender uses to bill electronic batch claims

Format – N/A

Features – Drop-down box

Valid values include:

- 6250
- 1600
- 800

Edit – 5130 – Must be blank for this submission type!

To correct – Verify submission type

Edit – 5131 – Required for this submission type!

To correct – Verify submission type

Field Name: Machine Name

Description – Indicates the name of the machine that a provider uses to submit electronic claims (Asynchronous UUCP only)

Format – 10 alphanumeric characters

Features – None

Edit – 5130 – Must be blank for this submission type!

To correct – Verify submission type

Edit – 5131 – Required for this submission type!

To correct – Verify submission type

Edit – 91031 – Must be alphanumeric!

To correct – Verify Machine Name and re-enter

Other Messages:

Save successful, save unsuccessful

Edit – 8004 – No changes keyed!

System Information

PBL – MCARE01.PBL

Window – W_MCO_SENDER

Menu – M_MCO_SENDER

Data Windows – DW_HEADER

DW_MCO

System Features

Click **New** to add a new sender ID for this MCO.

Click **Save** to save the information entered.

Click **Exit** to return to the MCO/Region Maintenance window.

Click **NECS Update History** to update the files to reflect the version of NECS software being used by the MCO.

Section 11: MCO EFT Account/Financial Institution Window

Introduction

The MCO EFT Account/Financial Institution window is used to view information regarding the selected MCO's bank account and financial institution used for electronic funds transfer (EFT).

MCO EFT Account / Financial Institution

File Edit Applications

MCO ID: 110007430 MCO Region: Northern

MCO Name: LORI'S HEALTH CATILION

ABA Number: 11111111 EFT Status: Pre-notification

Effective Date: 1994/10/14 End Date: 1999/05/05 Date Last Changed: 1994/09/26

Account Number: DFSDFSDFSDF Account Type: Checking

ABA Number: 11111111

Financial Institution: DAVE'S BANK OF MONEY AND TOASTERS

Street Address 1: 1200 YELLOW BRICK RD.

Street Address 2: TOP FLOOR

City/State: INDY IN

Zip: 46000-8898

New Save Exit

Figure 11.1 – MCO EFT Account/Financial Institution Window

MCO EFT Account/Financial Institution		
File	Edit	Applications
New	Copy	Adhoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 11.2 – MCO EFT Account/Financial Institution Maintenance Menu Tree

Figure 11.2 is an illustration of the menu tree for the MCO EFT Account/Financial Institution window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save – This command saves current screen.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits IndianaAIM

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: MCO ID

Description – Identifying number assigned to the MCO by the IndianaAIM system

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Region

Description – Region of the state that the MCO services

Format – Nine alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Name

Description – Name of the MCO as listed in the IndianaAIM tables

Format – 39 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: ABA Number

Description – ABA routing number used in the EFT process to identify the provider's financial institution

Format – Seven numeric characters

Features – None

Edit – 91024 – ABA Number not on file.

To correct – Verify typing. The ABA number must be found in the ABA directory.

Field Name: Effective Date

Description – Date the MCO was updated to its current EFT status

Format – 10 alphanumeric characters

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing. The effective date must be in the CCYYMMDD format

Edit – 91002 – Date must be numeric!

To correct – Verify typing. The effective date must contain numeric characters only (0-9).

Edit – 91003 – Date is required!

To correct – Enter an effective date for this ABA.

Field Name: EFT Status

Description – Current status of the MCO's funds transfer process

Format – Character

Features – Drop-down box

Valid values include:

- Receiving hard copy checks

- Pre-Notification
- Effective
- Cancel

Edit – None

To correct – N/A

Field Name: Account Number

Description – MCO's bank account number into which funds are to be transferred

Format – 15 alphanumeric characters

Features – None

Edit – 10002 – Account number is required. Please enter a value!

To correct – Enter a bank account number for this MCO.

Field Name: Account Type

Description – Type of bank account into which funds for this MCO are transferred

Format – Character

Features – Drop-down box

Valid values include:

- Checking
- Savings

Edit – None

To correct – N/A

Field Name: ABA Number

Description –Current ABA number being utilized for this MCO

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Financial Institution

Description – Name of the MCO's financial institution, as determined by the ABA

Format – 35 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Street Address 1

Description – Street address of the MCO's financial institution

Format – 30 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Street Address 2

Description – Additional information, such as suite number, for the MCO's financial institution's address

Format – 30 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: City/State

Description – City and state of the MCO's financial institution

Format – 17 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: ZIP

Description – ZIP code of the MCO's financial institution

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Other Messages

Save Successful

Save Unsuccessful

Edit – 8004 – No changes keyed!

System Information

PBL – MCARE01.PB

Window – W_MCO_EFT_ACCNT

Menu – M_MCO_EFT_ACCNT

Data Windows – DW_MCO_HEADER

DW_MCO_EFT_ACCNT

DW_PROV_FINANCIAL_INST

System Features

Click **Save** to save any information typed into the window.

Click **Exit** to return to the MCO Region Maintenance window.

Section 12: MCO Region Eligibility Maintenance Window

Introduction

The MCO Region Eligibility Maintenance window is used to view information regarding the selected MCO's effective start and end dates.

MCO Effective Date	MCO End Date
19940427	1995/04/26

Figure 12.1 – MCO Region Eligibility Maintenance Window

MCO Region Eligibility Maintenance		
File	Edit	Applications
New	Copy	Adhoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 12.2 – MCO Region Eligibility Maintenance Menu Tree

Figure 12.2 is an illustration of the menu tree for the MCO Region Eligibility Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save – This command saves current screen.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: MCO ID

Description – Identifying number assigned to the MCO by the IndianaAIM system

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Region

Description – Region of the state that the MCO services

Format – Nine alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Name

Description – Name of the MCO as listed in the IndianaAIM tables

Format – 39 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Effective Date

Description – Start date of the MCO's eligibility or contract segment

Format – CCYY/MM/DD

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing. Date must be in CCYYMMDD format.

Edit – 91002 – Date must be numeric!

To correct – Verify typing. The date must contain only numeric characters (0-9).

Edit – 10002 – MCO Effective Date is required! Please enter a value!

To correct – Enter effective date.

Field Name: MCO End Date

Description – End date of the MCO's eligibility or contract segment

Format – CCYY/MM/DD

Features –

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing. Date must be in CCYYMMDD format.

Edit – 91002 – Date must be numeric!

To correct – Verify typing. The date must contain only numeric characters (0-9).

Edit – 10002 – MCO End Date is required! Please enter a value!

To correct – Enter effective date.

Edit – 10003 – End Date < Effective Date!

To correct – Verify typing. The end date must be greater than the effective date.

Other Message

Save successful, Save unsuccessful

Edit – 8004 – No changes keyed!

Edit – 91030 – MCO Eligibility segments overlap!

To correct – Verify typing. MCO may have two eligibility segments for the same time period.

System Information

PBL – MCARE01.PBL

Window – W_MCO_REGION_MAINT

Menu – M_MCO_REGION_MAINT

Data Windows – DW_HEADER_2

DW_MCO_REGION

System Features

Click **New** to add a new eligibility or contract segment for this MCO.

Click **Save** to save any information keyed into the window.

Click **Exit** to return to the MCO Region Maintenance window.

Section 13: MCO Provider Network Maintenance Window

Introduction

The MCO Provider Network Maintenance window is used to view the Medicaid provider numbers included in the MCO's network for this region. It also indicates if the provider participates as a PMP with this MCO, and if the provider is part of a group.

Group ID	Provider ID	Effective Date	End Date	MCO PMP
	110007440	1994/01/01	19941212	<input checked="" type="checkbox"/>
	110007650	1994/01/01	1994/08/20	<input checked="" type="checkbox"/>

Figure 13.1 – MCO Provider Network Maintenance Window

MCO Provider Network Maintenance		
File	Edit	Applications
New	Copy	Adhoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 13.2 – MCO Provider Network Maintenance Menu Tree

Figure 13.2 is an illustration of the menu tree for the MCO Provider Network Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save – This command saves current screen.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: MCO ID

Description – Identifying number assigned to the MCO by the IndianaAIM system

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Region

Description – Region of the state that the MCO services

Format – Nine alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Name

Description – Name of the MCO as listed in the IndianaAIM tables

Format – 39 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Group ID

Description – The number of the group associated with the provider, if any

Format – Nine alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Provider ID

Description – Medicaid identification number of the provider included in the MCO's network

Format – Nine numeric characters.

Features – Double click on highlighted provider to access provider base window.

Edit – 91030 – Date segments may not overlap!

To correct – Verify typing. Provider may not have two segments with the same dates.

Edit – 10009 – Provider ID not on file! Please re-enter!

To correct – Verify typing. Enter a valid provider number.

Edit – 10012 – Dates not in MCO Eligibility!

To correct – Verify typing. Provider date segments must fall within MCO eligibility dates.

Field Name: Effective Date

Description – Provider effective date in this MCO

Format – Nine alphabetic characters

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing. Date must be in CCYYMMDD format.

Edit – 91002 – Date must be numeric!

To correct – Verify typing. Enter only numeric values (0-9).

Edit – 10002 – Effective Date is required! Please enter a value!

To correct – Enter an effective date.

Field Name: End Date

Description – Date the provider ended participation with this MCO

Format – Nine alphabetic characters

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing. Date must be in CCYYMMDD format.

Edit – 91002 – Date must be numeric!

To correct – Verify typing. Enter only numeric values (0-9).

Edit – 10002 – End Date is required! Please enter a value!

To correct – Enter an end date.

Edit – 10003 – End Date < Effective Date!

To correct – Verify typing. The end date may not be less than the effective date.

Field Name: PMP

Description – Indicates if the displayed provider participates as a PMP with this MCO

Format – Check box

Features – None

Edit – 100010 – Dates not within PMP eligibility for RBMC!

To correct – Verify typing. PMP has no active RBMC segments for this time period.

Edit – 10011 – Already enrolled as a PMP in this MCO region!

To correct – Verify typing. PMP may not belong to two MCOs in the same region.

Edit – 100013 – Not a RBMC PMP in this region! No segments found!

To correct – Verify typing. PMP has no active RBMC segments in this region.

Other Messages

Save successful, save unsuccessful

Edit – 8005 – No changes keyed!

System Information

PBL – MCARE01.PBL

Window – W_MCO_NETWORK

Menu – M_BASE_LIST_UPDATE

Data Windows – DW_HEADER

DW_MCO_NETWORK

System Features

Click **New** to add a new provider to the MCO's network.

Click **Save** to save any information typed into the window.

Click **Exit** to return to the MCO Region Maintenance window.

Section 14: Provider MCO Enrollment List Window

Introduction

The Provider MCO Enrollment List window is used to view IHCP provider numbers included in the MCO's network for this region. It also indicates if the provider participates as a PMP with this MCO, and if the provider is part of a group.

MCO ID	MCO Region	Group ID	Effective Date	End Date	MCO PMP
110007430	Northern		1994/01/01	1994/12/12	<input checked="" type="checkbox"/>
110007610	Southern		1994/08/08	1995/05/05	<input checked="" type="checkbox"/>

Figure 14.1 – Provider MCO Enrollment List Window

Provider MCO Network Maintenance		
File	Edit	Applications
Print	Copy	Adhoc Reporting
Exit	Paste	Claims
Audit	Cut	Financial
Exit IndianaAIM		Managed Care
		MARS
		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 14.2 – Provider MCO Network Maintenance Menu Tree

Figure 14.2 is an illustration of the menu tree for the Provider MCO Network Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: MCO ID

Description – Identifying numbers assigned to the MCO by the IndianaAIM system

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

FIELD NAME: LOC

Description – Alphabetic characters denoting a specific provider service location

Format – One alphabetic character

Features – Display only

Edit – None

To correct – N/A

Field Name: Name

Description – Provider's name

Format – 39 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO ID

Description – Identifying number assigned to the MCO by IndianaAIM

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Region

Description – Region of the state this MCO services

Format –

Features – Display only

Edit – None

To correct – N/A

Field Name: Group ID

Description – Medicaid provider number of the group with whom this provider is affiliated in this MCO

Format –

Features – Display only

Edit – None

To correct – N/A

Field Name: Effective Date

Description – Date the provider became effective within this MCO

Format –

Features – Display only

Edit – None

To correct – N/A

Field Name: End Date

Description – Date the provider ended his/her participation with this MCO

Format – Nine alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: PMP

Description – Indicates if the displayed provider participates as a PMP with this MCO

Format –

Features – Display only

Edit – None

To correct – N/A

System Information

PBL – MCARE01.PBL

Window – W_PROVIDER_MCO_MAINTENANCE

Menu – M_BASE_LIST_UPDATE

Data Windows – DW_HEADER

DW_PROVIDER_MCO_NETWORK

System Features

Click **Exit** to return to the Provider Base window.

Section 15: MCO Tax ID Maintenance Window

Introduction

The MCO Tax ID Maintenance window is used to view information regarding the selected MCO's tax identification number and effective date segments.

The screenshot shows a window titled "MCO Tax ID Maintenance". It has a menu bar with "File", "Edit", and "Applications". Below the menu bar, there are three input fields: "MCO ID:" with the value "110003670", "MCO Region:" with the value "Northern", and "MCO Name:" with the value "NORTH REGION MCO". Below these fields is a table with four columns: "Tax IDType", "Tax ID", "Effective Date", and "End Date". The table contains one row with the values "FEIN", "759999999", "1994/04/27", and "2299/12/31". At the bottom of the window are three buttons: "New", "Save", and "Exit".

<u>Tax IDType</u>	<u>Tax ID</u>	<u>Effective Date</u>	<u>End Date</u>
FEIN	759999999	1994/04/27	2299/12/31

Figure 15.1 – MCO Tax ID Maintenance Window

MCO Tax ID Maintenance		
File	Edit	Applications
New	Copy	Adhoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 15.2 – MCO Tax ID Maintenance Menu Tree

Figure 15.2 is an illustration of the menu tree for the MCO Tax ID Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save – Saves current screen.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits from the IndianaAIM system.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: MCO ID

Description – Identifying number assigned to the MCO by the IndianaAIM system

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Region

Description – Region of the state that the MCO serves

Format – Nine alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Name

Description – Name of the MCO as listed in the IndianaAIM tables

Format – 39 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Tax ID Type

Description –Type of tax identification number assigned by the IRS to this MCO

Format – Nine alphabetic characters

Features – Drop-down box

Valid values include:

- FEIN
- Tax-Exempt

Edit – None

To correct – N/A

Field Name: Tax ID

Description –Tax identification number assigned by the IRS to this MCO

Format – Nine numeric characters

Features – None

Edit – 91031 – Must be alphanumeric!

To correct – Verify typing. The Tax ID must contain alphanumeric characters only (A-Z, 0-9)

Edit – 91038 – Must be 9 characters!

To correct – Verify typing. The Tax ID must contain nine characters

Field Name: Effective Date

Description –Start date for the displayed tax identification number

Format – Eight alphanumeric characters

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing. The effective date must be in the CCYYMMDD format.

Edit – 91002 – Date must be numeric!

To correct – Verify typing. The effective date must contain numeric characters only (0-9).

Edit – 91003 – Date is required!

To correct – Enter an effective date for this Tax ID.

Field Name: End Date

Description – End date for the displayed tax identification number

Format – Two alphabetic characters

Features – None

Edit – 91001 – Invalid Date CCYYMMDD

To correct – Verify typing. The effective date must be in the CCYYMMDD format.

Edit – 91002 – Date must be numeric!

To correct – Verify typing. The end date must contain numeric characters only (0-9).

Edit – 91003 – Date is required!

To correct – Enter an end date for this Tax ID.

Edit – 91020 – End Date must be >= Effective Date!

To correct – Verify typing. The end date must be greater than the effective date.

Edit – 91030 – Date segments may not overlap!

To correct – Verify segments. An MCO may not have two Tax IDs for the same period.

Other Messages

Save Successful!

Save Unsuccessful!

Edit – 8004 – No changes keyed!

System Information

PBL – MCARE01.PBL

Window – W_MCO_TAX_ID

Menu – M_PROV_MAINT

Data Windows – DW_MCO_HEADER

DW_MCO_TAX_ID_MAINT

System Features

Click **New** to add a new tax identification number and effective dates for this MCO.

Click **Save** to save any information typed into the window.

Click **Exit** to return to the MCO Region Maintenance window.

Section 16: Potential Managed Care Recipients Window

Introduction

The Potential Managed Care Recipient window is used to inquire on recipients who were identified by IndianaAIM, based on the ICES update, as mandatory Hoosier Healthwise enrollees. The window also displays the current status and indicates if the recipient will be auto-assigned.

Potential Managed Care Recipients

File Edit Applications

RID: [] Last Name: []
County: [] Date Added: 0000/00/00

Include Network
☐ RBMC/PCCM
☐ HHPD
☒ Both

Search

RID	Name	Date Added	Reason	County
-----	------	------------	--------	--------

Exit

Figure 16.1 – Potential Managed Care Recipients Window

Potential Managed Care Recipients		
File	Edit	Applications
New	Copy	Adhoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 16.2 – Potential Managed Care Recipients Menu Tree

Figure 16.2 is an illustration of the menu tree for the Potential Managed Care Recipients window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment.

Save – This command saves current screen.

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: RID No.

Description – Recipient's identification number

Format – Twelve numeric characters

Features – Protected. Display only

Edit – None

To correct – N/A

Field Name: Name

Description – Recipient's name

Format – 29 alphabetic characters with special character options (space, hyphen, and apostrophe)

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Date Added

Description – Date the recipient was identified as a potential Hoosier Healthwise enrollee or changed to his/her current status

Format – CCYY/MM/DD

Features – Protected. Display only

Edit – None

To correct – N/A

Field Name: Reason Code

Description – Reason the recipient was added as a potential Hoosier Healthwise recipient, or the recipient's current status

Format – Alphabetic

Features – Protected. Display only

Edit – 4142 – Code is auto-assigned and cannot be changed!

To correct – Verify typing. User can not change an auto-assigned code.

Edit – 4143 – Cannot change to auto-assigned Code!

To correct – Verify typing. User can not select an auto-assigned code.

Field Name: Managed Care Indicator

Description – Indicates if the recipient will be auto-assigned into the Hoosier Healthwise network

Format – One alphabetic character

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: County

Description – County

Format – 10 alphabetic characters

Features – Protected. Display only.

Edit – None

To correct – N/A

System Features

The Exit button located at the bottom of the Potential Managed Care Recipients window allows the user to exit the Potential Managed Care Recipients window and return to the previous window.

System Information

PBL – RECIP01.PBL

Window – W_RE_MC_RECIP

Menu – M_RE_MAINTENANCE

Data Windows – DW_RE_MC_RECIP

DW_RE_HEADER

Section 17: MCO EFT Listing Window

Introduction

The MCO EFT Listing window is used to select a specific EFT segment for the displayed MCO.

ABA Number	Effective Date	End Date
074000052	1995/01/22	1996/12/31

Figure 17.1 – MCO EFT Listing Window

MCO EFT Listing	
File	Applications
Print	Adhoc Reporting
Exit	Claims
Exit IndianaAIM	Financial
	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 17.2 – MCO EFT Listing Menu Tree

Figure 17.2 is an illustration of the menu tree for the MCO Listing window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: MCO ID

Description –Identifying number assigned to the MCO by IndianaAIM

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Region

Description –Region of the state that the MCO services

Format – Nine alphabetic characters

Features – Display only

Edit – None

To correct – N/A

Field Name: MCO Name

Description – Name of the MCO as listed in the IndianaAIM tables

Format – 39 alphanumeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: ABA Number

Description – Displays the current ABA number being utilized for this MCO

Format – Nine numeric characters

Features – Display only

Edit – None

To correct – N/A

Field Name: Effective Date

Description – Date the MCO EFT began

Format – 10 alphanumeric characters

Features – None

Edit – None

To correct – N/A

Field Name: End Date

Description – Date the MCO EFT ended

Format – 10 alphanumeric characters

Features – None

Edit – None

To correct – N/A

System Information

PBL – MCARE01.PB

Window – W_MCO_EFT_ACCNT

Menu – M_MCO_EFT_ACCNT

Data Windows – DW_MCO_HEADER

DW_MCO_EFT_ACCNT

DW_PROV_FINANCIAL_INST

System Features

Click **Save** to save any information typed into the window.

Click **Exit** to return to the MCO Region Maintenance window.

Section 18: Diagnosis Code Rate Cell Maintenance Window

Introduction

This window contains the rate cells and their associated diagnosis codes. The user can inquire on and maintain the managed care rate cells that are assigned to each diagnosis code. The window is accessed from the Managed Care menu.

Diagnosis Code	Rate Cell	Effective Date	End Date
----------------	-----------	----------------	----------

Figure 18.1 – Diagnosis Code Rate Cell Maintenance Window

Diagnosis Code Rate Cell Maintenance			
File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Inquire
Save	Paste	Claims	
Print	Cut	Financial	
Exit		Managed Care	
Audit		MARS	
Exit IndianaAIM		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Third Party Liability	
		SURS	
		Security	

Figure 18.2 – Diagnosis Code Rate Cell Maintenance Menu Tree

Figure 18.2 is an illustration of the menu tree for the Diagnosis Code Rate Cell Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New – Highlights a new line and allows data entry for a new date segment

Save –Saves current screen

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the previous window

Audit – Displays the audit trail for the highlighted field

Exit IndianaAIM– Exits IndianaAIM

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Menu Selection: Options

This menu option allows access to the panel size and program enrollment windows.

Inquire

Field Information

Field Name: Diagnosis Code

Description – ICD9 diagnosis code

Format – Five characters

Features – The user must enter a diagnosis code or a rate cell as a starting point for displaying data on the window. After one of these fields has been entered the user clicks **Search**. The search displays a maximum of 200 rows, using the entered criteria as a starting point.

Edit – None

To correct – N/A

Field Name: Rate Cell

Description – Managed care rate cell

Format – Two characters

Features – Enter a diagnosis code or a rate cell as a starting point for displaying data on the window. After one of these fields are entered, click **Search**. The search displays a maximum of 200 rows, using the entered criteria as a starting point.

Edit – None

To correct – N/A

Field Name: Diagnosis Code

Description – ICD9 diagnosis code

Format – Check-box

Features – Protected. Display only

Edit – 8109 – Diagnosis code not on file!

To correct – Enter a valid diagnosis code

Field Name: Rate Cell

Description – Managed care rate cell

Format – Two characters

Features – None

Edit – 9113 – Must be a valid rate cell

To correct – Entry a valid rate cell

Field Name: Effective Date

Description – Date the corresponding rate cell assignment is effective for the diagnosis code

Format – Eight numeric characters

Features – None

Edit – 91001 – Invalid date

To correct – Enter a valid date (CCYYMMDD)

Edit – 91132 – Must always be greater than or equal to current date

To correct – Enter a valid date

Edit – 91030 – Diagnosis Rate cell date segments may **not overlap**

To correct – Verify typing and re-enter correct date.

System Information

PBL – MCARE01.PBL

Window – W_MC_DIAG_RATE_CELL

Data Windows – DW_MC_DIAG_RATE_CELL

DW_MC_DIAG_RATE_CELL_SEARCH

System Features

Click **Save** to save all updates and changes

Click **Exit** to exit the window

Section 19: Managed Care Adjustment Menu Window

Introduction

The Managed Care Adjustment Menu window allows access to information regarding Recipient Capitation Adjustments, Recipient Eligibility Adjustments, Capitation Rate Adjustments, Capitation Adjustment List, Capitation Reason codes, and Capitation Category/Rate Cell.

The Managed Care Adjustment Menu window is accessed by clicking **Managed Care** on the Main Menu – Production window, and then clicking **Capitation Adjustments**.

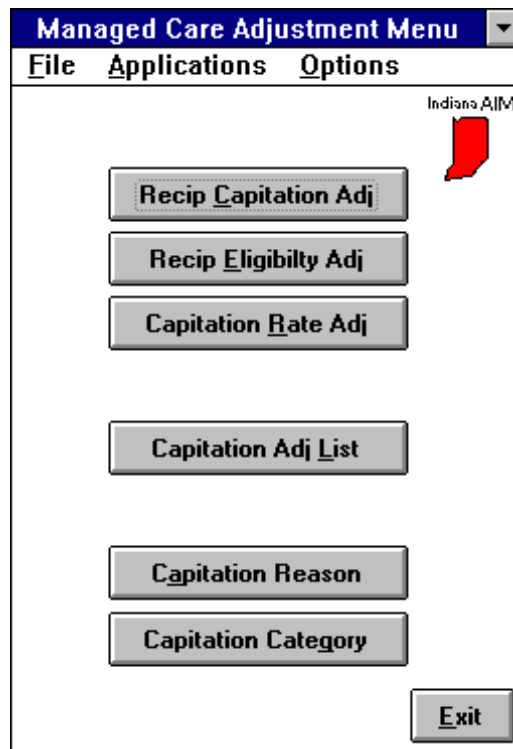


Figure 19.1 – Managed Care Adjustment Menu Window

Managed Care Adjustment Menu			
File	Edit	Applications	Options
Exit	Copy	Adhoc Reporting	Recip Captiation Adj
Audit	Paste	Claims	Recip Eligibility Adj
Exit IndianaAIM	Cut	Financial	Capitation Rate Adj
		Managed Care	Capitation Adj List
		MARS	Capitation Reasons
		Prior Authorization	Capitation Category
		Provider	
		Recipient	
		Reference	
		Third Party Liability	
		SURS	
		Security	

Figure 19.2 – Managed Care Adjustment Menu Tree

Figure 19.2 is an illustration of the menu tree for the Managed Care Adjustment Menu. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Menu Selection: Option

This menu option allows access to all the functional areas available in Managed Care Adjustment Menu.

Recip Capitation Adj – Click **Recipient Capitation Adjustment** to access the Recipient Capitation History window to view recipient capitation payment history to the MCO's.

Recip Eligibility Adj – Click **Recipient Eligibility Adj** to access the Recipient PMP History for Capitation Adj. window to view the recipient's PMP segments that may need to have the end date changed, or to verify that all payments have been made for that specific recipient time frame.

Capitation Rate Adj – Click **Capitation Rate Adjustment** to access the Capitation Mass Rate Adjustment Request window to adjust all payments to an MCO/Region for a specific month and capitation category.

Capitation Adj. List – Click **Capitation Adjustment List** to access the Capitation Adjustment List window to show all adjustments that have not been posted (processed) through a capitation cycle.

Capitation Reason – Click **Capitation Reason** to access Capitation Reason Code window that lists all the reasons used in the Capitation Payment Process.

Capitation Category – Click **Capitation Category** to access the Capitation Category/Rate Cell window which lists all the valid Capitation Categories by Network and whether the Category is currently active.

Field Information

None

System Information

PBL – MCARE01.PBL

Window – W_MNG_CARE_ROUTER

Menu – M_MANGED_CARE_ROUTE

Data Windows – DW_MCO_REGION_LIST

System Features

Click **Recip Capitation Adj** to access the RECIP Capitation History window.

Click **Recip Eligibility Adj** to access the RECIP PMP History for Capitation Adjustments window.

Click **Capitation Rate Adj** to access the CAPITATION Mass Rate Adjustment Request window.

Click **Capitation Adj List** to access the CAPITATION Adjustment List window.

Click **Capitation Reason** to access the CAPITATION Reason Code window.

Click **Capitation Category** to access the CAPITATION Category/Rate Cell window.

Section 20: Recipient Capitation History Window

Introduction

The Recipient Capitation History window is used to view recipient capitation payment history to the MCO's. The user can adjust a specific payment for the recipient on the Recipient Capitation History window. The Recipient Capitation History window is accessed from the Managed Care Adjustment Menu window by clicking **Recip Capitation Adj.**

MCO ID/ Region	Recipient Effective Date	Capitation Month	Capitation Txn Month	Capitation Amount	Capitation Reason	Capitation Category
-------------------	-----------------------------	---------------------	-------------------------	----------------------	----------------------	------------------------

Figure 20.1 – Recipient Capitation History Window

Recipient Capitation History			
File	Edit	Applications	Options
Select	Copy	Adhoc Reporting	Search
Print	Paste	Claims	Reset Limits
Exit	Cut	Financial	Sort
Audit		Managed Care	
Exit IndianaAIM		MARS	
		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Third Party Liability	
		SURS	
		Security	

Figure 20.2 – Recipient Capitation History Menu Tree

Figure 20.2 is an illustration of the menu tree for the Recipient Capitation History window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Select –

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the previous window

Audit – Displays the audit trail for the highlighted field

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Menu Selection: Options

This menu option allows a search of a recipient capitation history, resets the limits to enter new recipient ID, and sorts the data on the recipient capitation history window.

Search – Click **Search** to display the recipient capitation payment history to the MCO's.

Reset Limits – Click **Reset Limits** to re-enter or enter new recipient ID number.

Sort – Click **Sort** to display the Select Sort Order window.

Field Information

Field Name: Recipient ID

Description – Recipient's identification number assigned by ICES

Format – 12 numeric characters

Features – None

Edit – 4002 – Medicaid ID must be numeric!

To correct – Verify entry. Recipient ID must be number characters.

Edit – 4003 – Medicaid ID must be 12 numeric!

To correct – Verify entry. Enter 12 numeric characters.

System Information

PBL –

Window –

Menu –

Data Windows –

System Features

The **Select** button of the Recipient Capitation History window allows adjustment of a specific payment by clicking on the specific payment and then clicking **Select**, or double clicking on the specific payment to activate the Recipient Capitation Adjustments window.

The **Exit** button of the Recipient Capitation History window exits the Recipient Capitation History window.

Section 21: Recipient Capitation Adjustments Window

Introduction

The Recipient Capitation Adjustments window is used to adjust an individual recipient's payment amounts for a specific month. The user can increase or decrease the payment amount made to the MCO/Region for the recipient. The top part of the window displays all the transactions for a specific recipient and payment month, and the bottom part of the window is used to make an adjustment to the specific month. The Recipient Capitation Adjustments window is accessed from the Managed Care Adjustment Menu window by clicking **Recip Capitation Adj.**

Recipient Capitation Adjustments						
File Edit Applications						
MCO ID/ Region	Recipient Effective Date	Capitation Month	Capitation Txn Month	Capitation Amount	Capitation Reason	Capitation Category
110008260 C	1995/01/01	1995/05/01	1997/12/01	200.00	PC	J
Total Capitation Paid:				200.00		

MCO ID/Region:	110008260 C	Capitation Month:	1995/05/01
Recipient Mng Care Effective Date:	1995/01/01	Capitation Category:	J
Adjustment Amount:	0.00	Adjustment Status:	Active
		Status Date:	1998/02/11
Adjustment Reason:			

Figure 21.1 – Recipient Capitation Adjustments Window

Recipient Capitation Adjustments		
File	Edit	Applications
New	Copy	Adhoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 21.2 – Recipient Capitation Adjustments Menu Tree

Figure 21.2 is an illustration of the menu tree for the Recipient Capitation Adjustments window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New –Highlights a new line and allows data entry for a new date segment.

Save –Saves current screen.

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the previous window.

Audit – Displays the audit trail for the highlighted field.

Exit IndianaAIM– Exits IndianaAIM.

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: Adjustment Amount

Description – Increase or decrease payment amount to be entered

Format –

Features – None

Edit – 91029 – Adjustment Amount must be numeric!

To correct – Verify entry. Enter numeric characters only.

Edit – 10083 – Adjustment Amount Can Not = 0!

To correct – Verify entry. The amount entered must be greater than or less than 0.

Edit – 10085 – Recoupment more than Total Cap Paid! Not Allowed!

To correct – Verify entry. The recoupment adjustment amount must not be more than the actual capitation payment paid for the Capitation Month.

Field Name: Adjustment Reason

Description – Adjustment reason code for the recipient capitation adjustment

Format – Two alphabetic characters

Features – None

Edit – 10002 – Adjustment Reason is Required! Please Enter a Value!

To correct – Verify entry. Must have an adjustment reason for capitation payment adjustments.

Edit – 10081 – Recoupment Amount must be <0!

To correct – Verify entry. Adjustment Amount must be less than zero for recoupments on capitation payment adjustments.

Edit – 10082 – Payment Amount must be >0!

To correct – Verify entry. Adjustment Amount must be greater than zero for capitation payment adjustments.

Edit – 10086 – Full Recoup Rsn Code but this is NOT a Full Recoup! Please Correct the Recoupment Code or the Recoupment Amount!

To correct – Verify entry. Full Recoup Rsn Code requires the Adjustment Amount to be equal to the capitation payment.

Edit – 10087 – Death Recoup Must be a Full Recoupment! Please Correct the Recoupment Code or the Recoupment Amount!

To correct – Verify entry. Full Recoup Rsn Code requires the Adjustment Amount to be equal to the capitation payment.

Edit – 10107 – Delivery Payment is not allowed for a Male Recip!!

To correct – Verify entry. Must use Adjustment Reason-Delivery Payment for Female recipients only

Edit – 10114 – Delivery Recoup Not allowed!! No Delivery Payment!

To correct – Verify if recipient had a delivery payment for the capitation month.

Edit – 10115 – Death Recoup Not Allowed !! Recip Still Alive!!

To correct – Verify recipient's eligibility.

Field Name: Capitation Category

Description – Eligible aid category for capitation payments

Format – One to two alphabetic characters

Features – Display only

Edit – 10106 – Capitation Category Code Not on File!

To correct – Verify entry. Capitation Category must be valid.

Edit – 10108 – Capitation Category Not Used in this Month's Txns!

To correct – Verify the Capitation Category processed for this month's transactions on the Recipient Capitation History window.

Other Edits

Edit – 8004 – No changes keyed!

To correct – No correction necessary. Information Edit!

System Information

PBL –

Window –

Menu –

Data Windows –

System Features

Click **New** to add a Recipient Capitation Adjustment request.

Click **Save** to save any information typed into the window.

Click **Exit** to return to the Managed Care Adjustment Menu window.

Section 22: Capitation Mass Rate Adjustment Request Window

Introduction

The Capitation Mass Rate Adjustment Request window is used to adjust all payments to an MCO/Region for a specific month and capitation category. This window is accessed from the Managed Care Adjustment Menu window by clicking **Capitation Rate Adj.**

The screenshot shows a software window titled "Capitation Mass Rate Adjustment Request". It features a menu bar with "File", "Edit", "Applications", and "Option". The main content area includes several input fields: "MCO ID/Region" (a small text box), "Capitation Month" (a text box containing "0000/00/00"), "Adjustment Amount" (a text box containing "0.00"), "Adjustment Status" (a text box containing "Active"), "Capitation Category" (a long text box), "Adjustment Reason Code" (a long text box), "Number Adj Created" (a text box containing "0"), "Total Adj Amount" (a text box containing "\$0.00"), and "Status Date" (a text box containing "0000/00/00"). At the bottom of the window are four buttons: "New", "Save", "Delete", and "Exit".

Figure 22.1 – Capitation Mass Rate Adjustment Request Window

Capitation Mass Rate Adjustment Request			
File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Sort
Save	Paste	Claims	
Print	Cut	Financial	
Exit		Managed Care	
Audit		MARS	
Exit IndianaAIM		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Third Party Liability	
		SURS	
		Security	

Figure 22.2 – Capitation Mass Rate Adjustment Request Menu Tree

Figure 22.2 is an illustration of the menu tree for the Capitation Mass Rate Adjustment Request window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

New –Highlights a new line and allows data entry for a new date segment.

Save –Saves current screen

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the previous window

Audit – Displays the audit trail for the highlighted field

Exit IndianaAIM– Exits IndianaAIM

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Menu Selection: Options

This menu option allows the user to sort the capitation mass rate adjustment request in the order that best helps the user.

Sort – Click **Sort** to display the Select Sort Order window

Field Information

Field Name: MCO ID

Description – Identifying number assigned to the MCO by the IndianaAIM system

Format – Nine numeric characters

Features – None

Edit – 10002 – MCO ID is Required! Please Enter a Value!

To correct – Verify entry. MCO ID required for processing.

Edit – 91038 – MCO ID must be 9 characters!

To correct – Verify entry. Re-enter MCO ID

Edit – 91029 – MCO ID must be numeric!

To correct – Verify entry. Re-enter numeric characters only.

Edit – 10025 – MCO ID not on file! Please Re-Enter!

To correct – N/A

Edit – 10102 – MCO not enrolled for this Capitation Date!

To correct – Verify entry.

Field Name: MCO Region

Description – Region of the state that the MCO serves

Format – One alphabetic character

Features – None

Edit – 10002 – Region Code is Required! Please Enter a Value!

To correct – Verify entry. Region Code required for processing.

Edit – 10017 – MCO not enrolled in this Region!

To correct – None

Edit – 1088 – Invalid Region Cde! Region Cde Must be N,C, or S

To correct – Verify entry. Re-enter.

Field Name: Capitation Month

Description – Date of the capitation payment to the MCO

Format – CCYY/MM/DD

Features – None

Edit – 10002 – Capitation Month is Required! Please Enter a Value!

To correct – N/A

Edit – 10089 – Capitation Date Must be the First Day of the Month!

To correct – Verify entry.

Field Name: Adjustment Amount

Description – Increase or decrease payment amount entered by user

Format – 29 numeric characters

Features – None

Edit – 91029 – Adjustment Amount must be numeric!

To correct – Verify entry. Enter numeric characters only.

Edit – 10083 – Adjustment Amount Can Not = 0!

To correct – Verify entry. The amount entered must be greater than or less than 0.

Edit – 10090 – Recoupment Amount Must be zero on a full Recoup!
The system will compute the Full Recoupment!

To correct – Verify entry. No adjustment amount is required in the field when the adjustment reason is for a Full Recoupment.

Edit – 10081 – Recoupment Amount must be < 0!!

To correct – Verify entry. When adjustment reason is not for a full recoupment, adjustment amount must be less than 0.

Edit – 10082 – Payment Amount must be > 0!!

To correct – Verify entry. Adjustment amount must be greater than 0.

Edit – 10103 – Adj Amount is 50% or Greater of the Orig Cap Rate!

To correct – Verify entry. Adjustment amount may not be greater than original capitation rate payment.

Field Name: Adjustment Status

Description –Status of the Capitation Mass Rate Adjustment Request may be active, processed, or on hold

Format – Alphabetic characters

Features – Display only

Edit – 10092 – Adj Status Can Not Be Set To “Processed”! Please change the value!

To correct – N/A

Field Name: Capitation Category

Description – Eligible Aid Category for capitation adjustment payments. Capitation categories prior to January 1, 1997, were redefined.

Format – Alphabetic characters

Features – Drop-down box

Valid values include:

Table 22.1 – Eligible Aid Category Codes

Code	Description
01	Infectious/Parasitic Diseases
02	Neoplasms
03	Endo/Nutrit/Metab Diseas&Immune Dis
04	Blood Diseases/Hematologic Disorder
05	Mental Retardation & Related Condt
06	Diseases of Nerv Sys/Sensory Organs
07	Circulatory/Cardiology Disorders
08	Respiratory Diseases
09	Digestive Disorders
10	Genitourinary Disorder
11	Ill Defined/Other Condt,Diseases&Dsr
12	Injury/Poisoning/Traumatic Condt
13	Musklosk/Connec Tissue Dis&Disorder
14	Congenital Anomalies
15	High Cost/Risk Conditions
A	AFDC Adult Male - Rural
B	AFDC Adult Male - Urban
C	AFDC Adult Female - Rural
CC	Pkg C Children Ages 1-12
CH	Pkg A Children Ages 1-12
D	AFDC Adult Female – Urban
E	AFDC Child/Infant – Rural
F	AFDC Child/Infant – Urban
G	AFDC Related Child/Infant – Rural
H	AFDC Related Child/Infant – Urban
I	AFDC Related Mother – Rural
J	AFDC Related Mother – Urban
A1	Pkg A Preschool Ages 1-5
A6	Pkg A Child Ages 6-12
AF	Pkg A/B Adult Females
AM	Pkg A Adult Males
C1	Pkg C Preschool Ages 1-5

(Continueud)

Table 22.1 – Eligible Aid Category Codes

Code	Description
C6	Pkg C Child Ages 6-12
CD	Package C – Delivery Payment
CN	Package C – Newborns
CT	Pkg C Teens Ages 13-18
DP	Pkg A/B Delivery Payment
NB	Pkg A Newborns
TN	Pkg A/B Teens ages 13-20

Edit – 10002 – Capitation Category is Required! Please Enter a Value!

To correct – N/A

Edit – 10095 – Category for Cap prior to 1/1/97 and Adj Date After 12/31/96!

To correct – Verify entry.

Edit – 10096 – Category for Cap after 1/1/97 and Adj Date Before 1/1/97!

To correct – Verify entry.

Edit – 10094 – MCO and Capitation Category Programs Do Not Match!

To correct – Verify entry. MCO must match Capitation Category Programs RBMC, or HHPD.

Edit – 10091 – Recoup for Death is not valid for Rate Adj!!

To correct – N/A

Edit – 10104 – Original Cap Amount Can Not Be Found on File!

To correct – Verify entry. Original capitation payment for the selected Capitation Category must be on file to process Mass Rate Adjustment request.

Field Name: Adjustment Reason Code

Description – Reasons used to process the Capitation Mass Rate Adjustment request

Format – Alphabetic characters

Features – Drop-down box

Valid values include:

- Payment – Adjustment Payment
- Payment – Adjustment Recon Full Month
- Payment – Delivery Increase
- Payment – Adjustment Recon Half Month
- Payment – Adjustment Recon Birth Month
- Payment – Adjustment Increase
- Payment – Recip Elig Adj
- Recoupment – Delivery
- Recoupment – Death
- Recoupment – Recip Elig Adj
- Recoupment – Adjustment Recovery Full
- Recoupment – Adjustment Recovery Partial

Other Edits

Edit – 8004 – No changes Keyed!

To correct – No correction necessary. Information Edit

Edit – 10093 – Can Not Delete an already Processed Rate Request!

To correct – No correct necessary. Information Edit!

System Features

Click **New** to add a new Capitation Mass Rate Adjustment Request.

Click **Save** to save any information typed into the window.

Click **Delete** to delete a Capitation Mass Rate Adjustment Request.

Click **Exit** to return to the Managed Care Adjustment Menu.

Section 23: Recipient PMP History for Capitation Adjustments Window

Introduction

The Recipient PMP History for Capitation Adjustments window is used to view the recipient's PMP segments requiring an end date change or to verify that all payments have been made for that specific recipient time frame in the Hoosier Healthwise Managed Care Network. This window is accessed from the Recip Eligibility Adj button on the Managed Care Adjustment Menu window.

Recipient PMP History for Capitation Adjustments

File Edit Applications Options

Recipient ID: 654978312055 Search

RID No.: 654978312055 Name: BLANK, TOM

Provider:	Loc:	MCO:	Group:	Start Date:	End Date:
564231897	A	897564231	N	1996/10/01	2299/12/31

Start Reason: Approved Change

StopReason: Open

Mng Care Network: RBMC

Provider:	Loc:	MCO:	Group:	Start Date:	End Date:
564231897	B	897564231	N	1995/10/01	1996/09/30

Start Reason: New Eligible

StopReason: Aprvd. Chng. - Other

Mng Care Network: RBMC

Verify All Payments Have Been Made Exit

Change Managed Care Segment End Date

Figure 23.1 – Recipient PMP History for Capitation Adjustments Window

Recipient PMP History for Capitation Adjustments			
File	Edit	Applications	Options
Print	Copy	Adhoc Reporting	Search
Exit	Paste	Claims	Reset Limits
Audit	Cut	Financial	Sort
Exit IndianaAIM		Managed Care	
		MARS	
		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Third Party Liability	
		SURS	
		Security	

Figure 23.2 – Recipient PMP History for Capitation Adjustments Menu Tree

Figure 23.2 is an illustration of the menu tree for the Recipient PMP History for Capitation Adjustments window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the previous window

Exit IndianaAIM– Exits IndianaAIM

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Menu Selection: Options

This menu option allows the user to search a recipient capitation history, reset limits to enter new recipient ID, and sort the data on the recipient capitation history window in order that best helps the user.

Search – Click **Search** to display the recipient capitation payment history to the MCO's.

Reset Limits – Click **Reset Limits** to re-enter or enter a new recipient ID number.

Sort – Click **Sort** to display the Select Sort Order window.

Field Information

Field Name: Recipient ID

Description –Recipient identification number assigned by ICES

Format – Twelve characters.

Features – None

Edit – 4001 – Medicaid ID not found!

To correct – Verify entry. Re-enter.

Edit – 4002 – Medicaid ID must be numeric!

To correct – Verify entry. Must be numeric characters only.

Edit – 4003 – Medicaid ID must be 12 numerics!

To correct – Verify entry. Re-enter.

Field Name: Mng Care Network

Description – Indicates which Managed Care Network (RBMC or HHPD) for capitation adjustments

Format – Four alphabetic characters

Features – Protected. Display only

Edit – 10101 – This is Not a Capitated Program! Not Allowed!

To correct – No correction necessary. Recipient must be enrolled in a valid Managed Care Program for Capitation Adjustments.

System Information

PBL –

Window –

Menu –

Data Windows –

System Features

Click **Search** to initiate a search on the Recipient ID entered.

Click **Verify All Payments Have Been Made** to access the window showing Month's with No Capitation Payments Found!!

Click **Change Managed Care Segment End Date** to access the Recipient End Date Capitation Adjustments window.

Section 24: Months With No Capitation Payments Found Window

Introduction

The Month's With No Capitation Payments Found!! window is accessed from the Recipient PMP History for Capitation Adjustments window by clicking **Verify All Payments Have Been Made**. The window is used to verify that all months have had a payment made for a specific PMP segment. For months without a payment the Months with No Capitation Payments Found window displays, and the system gives a choice to make payments at this time. Clicking **Yes** opens the next window and displays payments to be made.



Figure 24.1 – Month's With No Capitation Payments Found!! Window

Field Information

None

System Features

Click **Yes** to display the payments to be processed.

Click **No** to return to the Recipient PMP History for Capitation Adjustments window.

Section 25: Recipient Reconciliation Payments Window

Introduction

The Recipient Reconciliation Payments window is automatically populated by the Recipient PMP History for Capitation Adjustments window when **Verify All Payments Have Been Made** is clicked. This window is used to process missed payments. If the capitation month is before January 1, 1997, the System/Manual indicator is automatically set to **Manual**, and the user is asked to enter the payment amount. If the date is on or after January 1, 1997, the user can let the system compute the payment amount in the batch cycle.

The screenshot shows a window titled "Recipient Reconciliation Payments" with a menu bar (File, Edit, Applications). The window contains two rows of data entry fields. The first row is for Capitation Month 1994/06/01, and the second row is for 1994/07/01. Both rows have the same MCO ID/Region (100467390 N) and Recipient Effective Date (1994/06/15). The first row has an Adjustment Amount of 0 and a Reason Code of "PAYMENT - ADJUSTMENT RECON HALF MONTH". The second row has an Adjustment Amount of 0.00 and a Reason Code of "PAYMENT - ADJUSTMENT RECON FULL MONTH". Both rows have a System/Manual indicator set to Manual. At the bottom right are "Save" and "Exit" buttons.

Field	Row 1 (1994/06/01)	Row 2 (1994/07/01)
MCO ID/Region	100467390 N	100467390 N
Capitation Month	1994/06/01	1994/07/01
Adjustment Amount	0	0.00
System/Manual	Manual	Manual
Recipient Effective Date	1994/06/15	1994/06/15
Adjustment Reason Code	PAYMENT - ADJUSTMENT RECON HALF MONTH	PAYMENT - ADJUSTMENT RECON FULL MONTH
Capitation Category		

Figure 25.1 – Recipient Reconciliation Payments Window

Recipient Reconciliation Payments		
File	Edit	Applications
Save	Copy	Adhoc Reporting
Print	Paste	Claims
Exit	Cut	Financial
Audit		Managed Care
Exit IndianaAIM		MARS
		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 25.2 – Recipient Reconciliation Payments Window Menu Tree

Figure 25.2 is an illustration of the menu tree for the Recipient Reconciliation Payments window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Save –Saves current screen

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the previous window

Audit – Displays the audit trail for the highlighted field

Exit IndianaAIM– Exits IndianaAIM

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: MCO ID

Description – The identifying number assigned to the MCO by the IndianaAIM system.

Format – Nine numeric characters

Features – Protected. Display only.

Edit – 10084 – MCO ID not on file!!

To correct – No correction necessary

Field Name: MCO Region

Description – Region of the state that the MCO serves

Format – One alphabetic character

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Capitation Month

Description – Month of the capitation payment to the MCO

Format – CCYY/MM/DD

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: System/Manual

Description –Indicates whether the user enters the payment amount or the system computes the payment amount, based on date.

Format – Numeric characters

Features – Drop-down box

Valid values include:

- Manual
- System

Edit – 10097 – Capitation Date < 1/1/97, Amount Must be Manual!

To correct – N/A

Field Name: Adjustment Amount

Description –Increase or decrease payment amount to be entered

Format – 29 numeric characters

Features – None

Edit – 91029 – Adjustment Amount must be numeric!

To correct – Verify entry. Enter numeric characters only.

Edit – 10098 – Amount = 0 and is a Manual Amount! Not Allowed!

To correct – Verify entry. The adjustment amount must be entered by the user when the indicator is set **Manual**.

Edit – 10099 – Amount > 0 and is a System Calculated Amount!!

To correct – Verify entry. The adjustment amount must be zero when the indicator is set to **System**.

Field Name: Capitation Category

Description – Eligible Aid Category for capitation adjustment payments. Capitation categories prior to January 1, 1997, were redefined.

Format – Alphabetic characters

Features – Drop-down box

Valid values include:

Table 25.1 – Eligible Aid Categories	
Code	Description
01	Infectious/Parasitic Diseases
02	Neoplasms
03	Endo/Nutrit/Metab Diseas&Immune Dis
04	Blood Diseases/Hematologic Disorder
05	Mental Retardation & Related Condt
06	Diseases of Nerv Sys/Sensory Organs
07	Circulatory/Cardiology Disorders
08	Respiratory Diseases
09	Digestive Disorders
10	Genitourinary Disorder
11	Ill Defined/Other Condt,Diseases&Dsr
12	Injury/Poisoning/Traumatic Condt
13	Musklosk/Connec Tissue Dis&Disorder
14	Congenital Anomalies
15	High Cost/Risk Conditions
A	AFDC Adult Male - Rural
B	AFDC Adult Male - Urban
C	AFDC Adult Female - Rural
CC	Pkg C Children Ages 1-12
CH	Pkg A Children Ages 1-12
D	AFDC Adult Female – Urban
E	AFDC Child/Infant – Rural
F	AFDC Child/Infant – Urban
G	AFDC Related Child/Infant – Rural
H	AFDC Related Child/Infant – Urban
I	AFDC Related Mother – Rural
J	AFDC Related Mother – Urban
A1	Pkg A Preschool Ages 1-5
A6	Pkg A Child Ages 6-12
AF	Pkg A/B Adult Females
AM	Pkg A Adult Males

(Continued)

Table 25.1 – Eligible Aid Categories	
Code	Description
C1	Pkg C Preschool Ages 1-5
C6	Pkg C Child Ages 6-12
CD	Package C – Delivery Payment
CN	Package C – Newborns
CT	Pkg C Teens Ages 13-18
DP	Pkg A/B Delivery Payment
NB	Pkg A Newborns
TN	Pkg A/B Teens ages 13-20

Edit – 10002 – Capitation Category is Required! Please Enter a Value!

To correct – N/A

Edit – 10095 – Category for Cap prior to 1/1/97 and Adj Date After 12/31/96!

To correct – Verify entry.

Edit – 10096 – Category for Cap after 1/1/97 and Adj Date Before 1/1/97!

To correct – Verify entry.

Edit – 10094 – MCO and Capitation Category Programs Do Not Match!

To correct – Verify entry. MCO must match Capitation Category Programs RBMC, or HHPD.

Edit – 10104 – Original Cap Amount Can Not Be Found on File!

To correct – Verify entry. Original capitation payment for the selected Capitation Category must be on file to process Mass Rate Adjustment request.

Section 26: Recipient End Date Capitation Adjustments Window

Introduction

The Recipient End Date Capitation Adjustments window is accessed from the Managed Care Menu by clicking **Capitation Adjustments**. From the Managed Care Adjustment Menu window, click **Recip Eligibility Adj**, from the Recipient PMP History for Capitation Adjustments window. Enter an RBMC member identification number and click **Select**. Click **Change Managed Care Segment End Date**, and the window displayed is the Recipient End Date Capitation Adjustments window.

Recipient End Date Capitation Adjustments

File Edit Applications

Network: RBMC

PMP/Location: 100376430 A

Group: MCD Number: 200000550

Start reason: New Eligible

Start Date: 1999/08/15 Stop Date: 22991231

Stop Reason: Open

Verify Change

Adjustments Created by End Date Change

Save

Exit

Figure 26.1 – Recipient End Date Capitation Adjustments Window

Recipient End Date Capitation Adjustments		
File	Edit	Applications
Save	Copy	Adhoc Reporting
Print	Paste	Claims
Exit	Cut	Financial
Audit		Managed Care
Exit IndianaAIM		MARS
		Prior Authorization
		Provider
		Recipient
		Reference
		Third Party Liability
		SURS
		Security

Figure 26.2 – Recipient End Date Capitation Adjustments Menu Tree

Figure 26.2 is an illustration of the menu tree for the Recipient End Date Capitation Adjustments window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Save –Saves current screen

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the previous window

Audit – Displays the audit trail for the highlighted field

Exit IndianaAIM– Exits IndianaAIM

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: Network

Description – Indicates in which Managed Care network (RBMC or HHPD) the recipient is enrolled

Format – Four alphabetic characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: PMP

Description – Recipient's selected PMP provider

Format – Nine numeric characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Location

Description – Service location in which the PMP is enrolled in the Managed Care Network

Format – One alphabetic character

Features – Protected. Display only.

Field Name: Group

Description – Medicaid identification number of the group, if any, with which the PMP is affiliated

Format – Nine numeric characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: MCO Number

Description – Medicaid identification number of the MCO, if any, to which the PMP is affiliated at the time of recipient assignment

Format – Nine numeric characters.

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Start Reason

Description – Reason the recipient began relationship with PMP

Format – Alphabetic characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Start Date

Description – Date recipient's relationship with PMP is effective. For recipients enrolled between the 26th of one month and the 10th of the following month, the start date is the 15th of the month. For recipients enrolled between the 11th and 25th of the month, the start date is the first of the month. For newborns auto-assigned to a MCO, the start date is the recipient's date of birth.

Format – CCYY/MM/DD

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Stop Date

Description – Date recipient’s relationship with PMP ended

Format – CCYY/MM/DD

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Stop Reason

Description – Reason recipient terminated relationship with the PMP provider

Format – CCYY/MM/DD

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: MCO ID

Description – Identifying number assigned to the MCO by IndianaAIM

Format – Nine numeric characters

Features – Protected. Display only.

Edit – 10084 – MCO ID not on file!!

To correct – No correction necessary.

Field Name: MCO Region

Description – Region of the state the MCO services

Format – One alphabetic character

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Capitation Month

Description – Month of the capitation payment to the MCO

Format – CCYY/MM/DD

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: System/Manual

Description –Indicates whether the user enters the adjustment amount or the system automatically indicates the adjustment amount for the reconciliation payment process

Format – Numeric characters

Features – Drop-down box

Valid values include:

- Manual
- System

Edit – 10097 – Capitation Date < 1/1/97, Amount Must be Manual!

To correct – N/A

Field Name: Adjustment Amount

Description – Increase or decrease payment amount to be entered by the user

Format – 27 numeric characters

Features – None

Edit – 91029 – Adjustment Amount must be numeric!

To correct – Verify entry. Enter numeric characters only.

Edit – 10098 – Amount = 0 and is a Manual Amount! Not Allowed!

To correct – Verify entry. The Adjustment amount must be entered by the user when the indicator is set **Manual**.

Edit – 10099 – Amount > 0 and is a System Calculated Amount!!

To correct – Verify entry. The Adjustment amount must be zero when the indicator is set **System**.

Field Name: Capitation Category

Description – Eligible Aid Category for capitation adjustment payments. Capitation categories prior to January 1, 1997, were redefined.

Format – Alphabetic characters

Features – Drop-down box

Valid values include:

Table 26.1 – Eligible Aid Categories	
Code	Description
01	Infectious/Parasitic Diseases
02	Neoplasms
03	Endo/Nutrit/Metab Diseas&Immune Dis
04	Blood Diseases/Hematologic Disorder
05	Mental Retardation & Related Condt
06	Diseases of Nerv Sys/Sensory Organs
07	Circulatory/Cardiology Disorders
08	Respiratory Diseases
09	Digestive Disorders
10	Genitourinary Disorder
11	Ill Defined/Other Condt,Diseases&Dsr
12	Injury/Poisoning/Traumatic Condt
13	Musklosk/Connec Tissue Dis&Disorder
14	Congenital Anomalies
15	High Cost/Risk Conditions
A	AFDC Adult Male - Rural
B	AFDC Adult Male - Urban
C	AFDC Adult Female - Rural
CC	Pkg C Children Ages 1-12
CH	Pkg A Children Ages 1-12

(Continued)

Table 26.1 – Eligible Aid Categories	
Code	Description
D	AFDC Adult Female – Urban
E	AFDC Child/Infant – Rural
F	AFDC Child/Infant – Urban
G	AFDC Related Child/Infant – Rural
H	AFDC Related Child/Infant – Urban
I	AFDC Related Mother – Rural
J	AFDC Related Mother – Urban
A1	Pkg A Preschool Ages 1-5
A6	Pkg A Child Ages 6-12
AF	Pkg A/B Adult Females
AM	Pkg A Adult Males
C1	Pkg C Preschool Ages 1-5
C6	Pkg C Child Ages 6-12
CD	Package C – Delivery Payment
CN	Package C – Newborns
CT	Pkg C Teens Ages 13-18
DP	Pkg A/B Delivery Payment
NB	Pkg A Newborns
TN	Pkg A/B Teens ages 13-20

Edit – 10002 – Capitation Category is Required! Please Enter a Value!

To correct – N/A

Edit – 10095 – Category for Cap prior to 1/1/97 and Adj Date After 12/31/96!

To correct – Verify entry.

Edit – 10096 – Category for Cap after 1/1/97 and Adj Date Before 1/1/97!

To correct – Verify entry.

Edit – 10094 – MCO and Capitation Category Programs Do Not Match!

To correct – Verify entry. MCO must match Capitation Category Programs RBMC or HHPD.

Edit – 10104 – Original Cap Amount Can Not Be Found on File!

To correct – Verify entry. Original capitation payment for the selected Capitation Category must be on file to process Mass Rate Adjustment request.

Edit – 10109 – On Recoupment, Cap Category must have payment for this capitation month.

To correct – Verify entry. There must be a capitation payment for the capitation month to process capitation adjustments.

Edit – 10111 – Adj Amount is Greater than the Original Cap Rate!

To correct – Verify entry. The adjustment amount must not be more than the capitation category rate on file.

Edit – 10112 – Adj Amt Not Allowed to be greater than 99,999.99!!

To correct – Verify entry. Adjustment amount may not be greater than seven digits.

*Edit – 10113 – All End Date Recoups will be System Generated!!
Fixing System/Manual indicator and Fixing System/Manual indicator
and Adjustment Amount.*

To correct – No correction necessary

Other Edits

Edit – 8004 – No changes keyed!

To correct – N/A

Edit – 10100 – Please Verify Changes before attempting a Save!!

To correct – N/A

System Information

PBL –

Window –

Menu –

Data Windows –

System Features

Click **Verify Change** to prompt the system to generate the Adjustment Payment will be built window. This window indicates all the capitation months effective by the end date change on the recipient's PMP assignment segment, and creates adjustments for those capitation months.

Click **Save** to save changes entered.

Click **Exit** to returns to the Recipient Reconciliation Payments window.

Section 27: Capitation Adjustment List Window

Introduction

The Capitation Adjustment List window displays all adjustments that have not been processed through a capitation cycle. This window is accessed from the Managed Care Adjustment Menu window by clicking **Capitation Adjustment List**.

Capitation Adjustment List

File Edit Applications Option

Change Adjustment Status Criteria

MCO ID: Capitation Month:

Capitation Category: Adjustment Reason:

Adjustment Status:

Change Status

Recipient ID	Capitation Month	Adjustment Reason	Payment/Recoupment	MCO ID/Region	Capitation Category	Adjustment Status	Status Date
100000513099	1997/01/01	PI	50.00	100467390 C	AM	Hold	1997/12/10
100000513099	1997/01/01	RP	(100.00)	100467390 C	AM	Hold	1997/12/19
100012544199	1997/08/01	RF	(200.00)	100467390 C	CH	Hold	1997/12/03
100106010099	1997/08/01	RF	(200.00)	100467390 C	CH	Hold	1997/12/03
100106044999	1997/08/01	RF	(200.00)	100467390 C	CH	Hold	1997/12/03
100216380499	1997/08/01	RF	(200.00)	100467390 C	CH	Hold	1997/12/03
100279750299	1997/08/01	RF	(200.00)	100467390 C	CH	Hold	1997/12/03
100282600499	1997/08/01	RF	(200.00)	100467390 C	CH	Hold	1997/12/03
100334148299	1997/08/01	RF	(200.00)	100467390 C	CH	Hold	1997/12/03

Save Exit

Figure 27.1 – Capitation Adjustment List Window

Capitation Adjustment List			
File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Sort
Save	Paste	Claims	
Print	Cut	Financial	
Exit		Managed Care	
Audit		MARS	
Exit IndianaAIM		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Third Party Liability	
		SURS	
		Security	

Figure 27.2 – Capitation Adjustment List Menu Tree

Figure 27.2 is an illustration of the menu tree for the Capitation Adjustment List window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Save –Saves current screen

Print – Prints a data window, current window, or the entire screen

Exit – Returns to the previous window

Audit – Displays the audit trail for the highlighted field

Exit IndianaAIM– Exits IndianaAIM

Menu Selection: Edit

This menu command allows the user to make adjustments to the data entered.

Copy – Copies text to transfer to another area or applications.

Paste – Pastes, cuts, or copies text from another area within the referenced functional area.

Cut – Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to get to the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Menu Selection: Options

This menu option allows the user to sort the capitation adjustment list in the order convenient for the user.

Sort – Click **Sort** to display the Select Sort Order window.

Field Information

Field Name: MCO ID

Description – Identifying number assigned to the MCO by IndianaAIM

Format – Nine numeric characters

Features – None

Edit – 91038 – MCO ID must be 9 characters!

To correct – Verify entry. Re-enter MCO ID

Edit – 91029 – MCO ID must be numeric!

To correct – Verify entry. Re-enter numeric characters only.

Edit – 10025 – MCO ID not on file! Please Re-Enter!

To correct – N/A

Field Name: MCO Region

Description – Region of the state that the MCO serves

Format – One alphabetic character

Features – None

Edit – 1088 – Invalid Region Cde! Region Cde Must be N,C, or S

To correct – Verify entry. Re-Enter.

Field Name: Capitation Month

Description – Date of the capitation payment to the MCO

Format – CCYY/MM/DD

Features – None

Edit – 10089 – Capitation Date Must be the First Day of the Month!

To correct – Verify entry

Field Name: Capitation Category

Description – Eligible Aid Category for capitation payments

Format – One to two alphabetic characters

Features – N/A

Edit – 10106 – Capitation Category Code Not on File!

To correct – Verify entry. Capitation Category must be valid.

Field Name: Adjustment Reason Code

Description – Adjustment reason code for the recipient capitation adjustment

Format – Two alphabetic characters

Features – None

Edit – 10105 – Cap Reason Not on File or Not an Adj Reason!

To correct – Verify entry. Re-Enter

Field Name: Adjustment Status

Description – Status of the Capitation Adjustment Request may be active or on hold

Format – Alphabetic characters

Features – Drop-down box

Valid values include:

- Active

- Hold

Edit – None

To correct – N/A

Bottom Half of Window Field Information

Field Name: Recipient ID

Description – Recipient’s identification number

Format – Twelve numeric characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Capitation Month

Description – Date the capitation payment was paid to MCO

Format – CCYY/MM/DD

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Adjustment Reason

Description – Reason used in the Capitation Payment process

Format – Two alphabetic characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Payment/Recoupment

Description – Adjustment amount for the capitation adjustment process

Format – Numeric characters. Parentheses indicate recoupment adjustment.

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: MCO ID

Description – Identifying number assigned to the MCO by IndianaAIM

Format – Nine numeric characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: MCO Region

Description – Region of the state that the MCO services.

Format – One alphabetic character

Features – None

Edit – None

Field Name: Capitation Category

Description – Eligible Aid Category for capitation payments

Format – One to two alphabetic characters

Features –Protected. Display only.

Edit – None

To correct – N/A

Field Name: Adjustment Status

Description – Status of the capitation adjustment request may be active or on hold

Format – Alphabetic characters

Features –Drop-down box

Valid values include:

- Active
- Hold

Edit – None

To correct – N/A

Field Name: Status Date

Description – Date the capitation adjustment request was processed

Format – CCYY/MM/DD

Features –Protected. Display only.

Other Edits

Edit – 8004 – No changes keyed!

To correct – No correction necessary. Informational Edit!

System Features

Click **Change Status** to change of the status of adjustments matching the criteria.

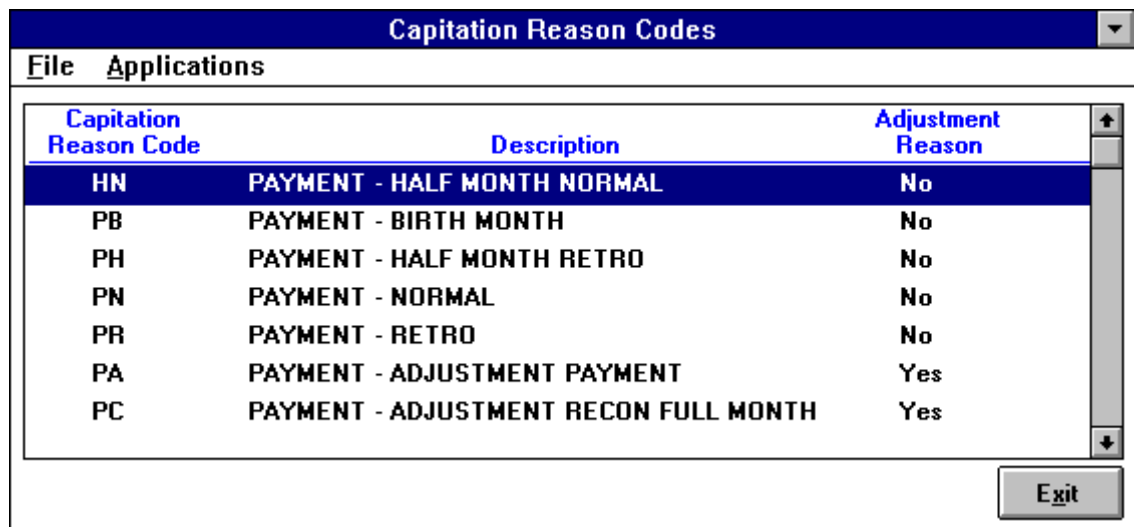
Click **Save** to save any information typed into the window.

Click **Exit** to return to the Managed Care Adjustment Menu.

Section 28: Capitation Reason Codes Window

Introduction

The Capitation Reason Codes window lists all the reasons used in the Capitation Payment Process. It also tells whether the Capitation Reason Code is used as an Adjustment Reason Code. The information is stored on the T_CAP_REASON table in the database. This window is accessed from the Managed Care Adjustment Menu window.



Capitation Reason Codes		
File Applications		
Capitation Reason Code	Description	Adjustment Reason
HN	PAYMENT - HALF MONTH NORMAL	No
PB	PAYMENT - BIRTH MONTH	No
PH	PAYMENT - HALF MONTH RETRO	No
PN	PAYMENT - NORMAL	No
PR	PAYMENT - RETRO	No
PA	PAYMENT - ADJUSTMENT PAYMENT	Yes
PC	PAYMENT - ADJUSTMENT RECON FULL MONTH	Yes

Exit

Figure 28.1 – Capitation Reason Codes Window

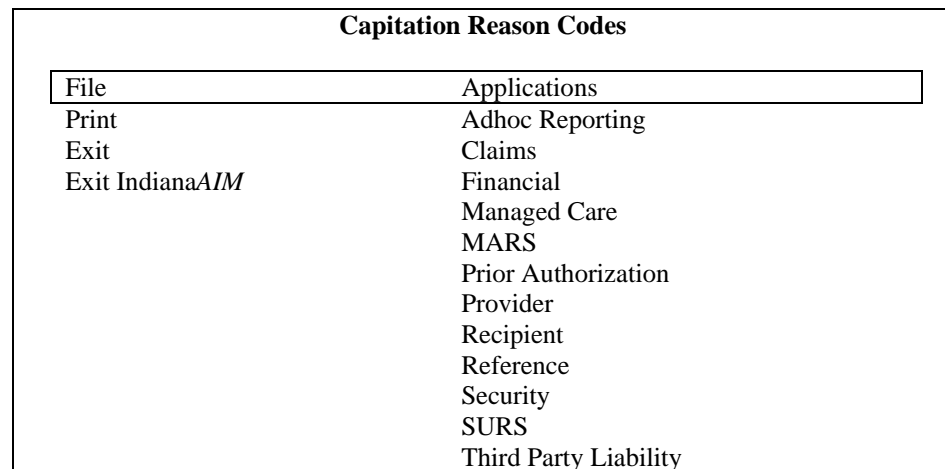


Figure 28.2 – Capitation Reason Codes Menu Tree

Figure 28.2 is an illustration of the menu tree for the Capitation Reason Codes window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window

Exit IndianaAIM– Exits IndianaAIM

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click Prior Authorization to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: Capitation Reason Code

Description – Reason used in the capitation payment process

Format – Two alphabetic characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Description

Description – Description of the Capitation Reason Code

Format – Alphabetic characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Adjustment Reason

Description – Indicates whether the Capitation Reason Code is used as an Adjustment Reason Code

Format – Alphabetic characters

- No
- Yes

Features – Protected. Display only.

Edit – None

To correct – N/A

Valid values include:

Table 28.1 – Reason Codes

Code	Description
HN	Payment – Half Month Normal
PB	Payment – Birth Month
PH	Payment – Half Month Retro
PN	Payment – Normal
PR	Payment – Retro
PA	Payment – Adjustment Payment
PC	Payment – Adjustment Recon Full Month
PD	Payment – Delivery Increase

(Continued)

Table 28.1 – Reason Codes

Code	Description
PE	Payment – Adjustment Recon Half Month
PG	Payment – Adjustment Recon Birth Month
PI	Payment – Adjustment Increase
PJ	Payment – Recip Elig Adj
PK	Payment – Retroactive Elig Btwn Pgms
PL	Payment – Adjustment Auto-Recon Full Month
PM	Payment – Adjustment Auto-Recon Half Month
PO	Payment – Adjustment Auto-Recon Birth Month
RC	Recoupment – Delivery
RD	Recoupment – Death
RE	Recoupment – Recip Elig Adj
RF	Recoupment – Adjustment Recovery Full
RG	Recoupment – Retroactive Elig Btwn Pgms
RH	Recoupment – Adjustment Auto-Recon Half Month
RL	Recoupment – Adjustment Auto-Recon Full Month
RP	Recoupment – Adjustment Recovery Partial

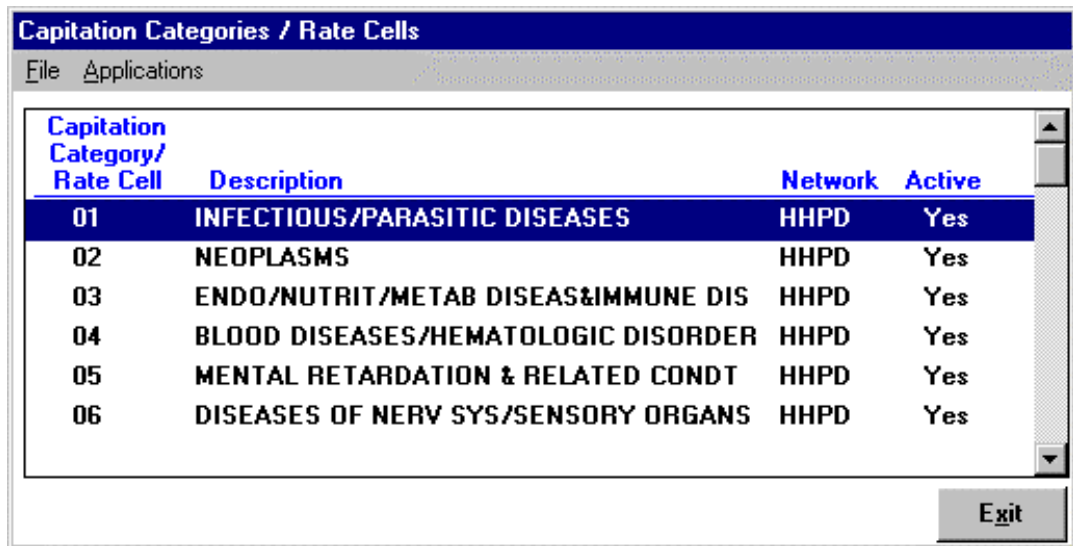
System Features

Click **Exit** to return to the Managed Care Adjustment window.

Section 29: Capitation Categories/Rate Cells Window

Introduction

The Capitation Categories/Rate Cells window lists all the valid capitation categories by program and whether the category is currently active. The information is stored on the T_MC_RATE_CELL table in the database. This window is accessed from the Managed Care Adjustment Menu window.



Capitation Category/Rate Cell	Description	Network	Active
01	INFECTIOUS/PARASITIC DISEASES	HHPD	Yes
02	NEOPLASMS	HHPD	Yes
03	ENDO/NUTRIT/METAB DISEAS&IMMUNE DIS	HHPD	Yes
04	BLOOD DISEASES/HEMATOLOGIC DISORDER	HHPD	Yes
05	MENTAL RETARDATION & RELATED CONDT	HHPD	Yes
06	DISEASES OF NERV SYS/SENSORY ORGANS	HHPD	Yes

Figure 29.1 – Capitation Categories/Rate Cells Window

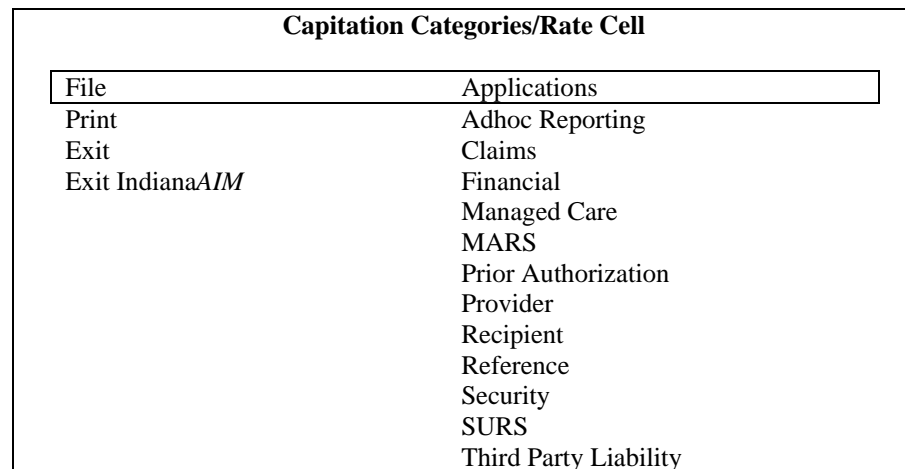


Figure 29.2 – Capitation Categories/Rate Cell Menu Tree

Figure 29.2 is an illustration of the menu tree for the Capitation Categories/Rate Cells window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a commands or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click the command or window option title.
2. Click the desired option title and a drop-down box displays. Use the mouse and double click the command or press the underscored letter of each command and press **ALT**.

Menu Selection: File

This command provides the following options:

Print – Prints a data window, current window, or the entire screen.

Exit – Returns to the previous window

Exit IndianaAIM– Exits IndianaAIM

Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM

Adhoc Reporting – Click **Adhoc Reporting** to access the main menu for that functional area.

Claims – Click **Claims** to access the main menu for that functional area.

Financial – Click **Financial** to access the main menu for that functional area.

Managed Care – Click **Managed Care** to access the main menu for that functional area.

MARS – Click **MARS** to access the main menu for that functional area.

Prior Authorization – Click **Prior Authorization** to access the main menu for that functional area.

Provider – Click **Provider** to access the main menu for that functional area.

Recipient – Click **Recipient** to access the main menu for that functional area.

Reference – Click **Reference** to access the main menu for that functional area.

Security – Click **Security** to access the main menu for that functional area.

SURS – Click **SURS** to access the main menu for that functional area.

Third Party Liability – Click **Third Party Liability** to access the main menu for that functional area.

Field Information

Field Name: Capitation Category/Rate Cell

Description – Valid Capitation Categories by Network

Format – Two numeric characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Description

Description – Description of the capitation categories

Format – Alphabetic characters

Features – Protected. Display only.

Edit – None

To correct – N/A

Field Name: Network

Description – Valid Managed Care Network for the Capitation Categories are disabled (HHPD) and RBMC (Medicaid and Package C).

Format – Alphabetic characters

Features – Protected. Display only.

Field Name: Active Status

Description – Displays status of the capitation categories

Format – Alphabetic characters: Yes or No

Features – Protected. Display only.

Edit – None

To correct – N/A

System Features

Click **Exit** to return to the Managed Care Adjustment Menu window.

Index

A

ABA Number.....73, 74
 Account Number..... 74
 Account Type 74
 Actual Recipients Auto Assigned.. 36
 Adjustment Amount..... 133
 Adjustment Reason..... 133
 Adjustment Reason Code..... 143
 Admin Fee..... 3
 Admin Fee Category..... 24
 Administrative Fee Maintenance
 Menu Tree..... 22
 Administrative Fee Maintenance
 Window 21
 AFDC Adult Female..... 56
 AFDC Adult Male 56
 AFDC Child/Infant 56
 Afdc Related Child/Infant..... 57
 AFDC Related Mother..... 57
 Auto Assignment Distribution
 Maintenance Menu Tree 32
 Auto Assignment Distribution
 Maintenance Window 31
 Auto-Assignment Distribution..... 4

B

Billing Service..... 4
 Billing Service Maintenance Menu
 Tree..... 44
 Billing Service Window..... 43

C

Capitation Adjustment 4
 Capitation Adjustment List Menu
 Tree..... 171
 Capitation Adjustment List Window
 170
 Capitation Categories/Rate Cell
 Menu Tree..... 184
 Capitation Categories/Rate Cells
 Window 183
 Capitation Category..... 134
 Capitation Effective Date..... 55
 Capitation Mass Rate Adjustment
 Request Menu Tree..... 137
 Capitation Mass Rate Adjustment
 Request Window..... 136
 Capitation Month 140
 Capitation Reason Codes Menu Tree
 179

Capitation Reason Codes Window
 178

D

Density..... 50
 Diagnosis Code..... 117
 Diagnosis Code Rate Cell
 Maintenance Menu Tree 115
 Diagnosis Code Rate Cell
 Maintenance Window 114
 Disenrollment Approve 4
 Disk/Tape Size.....49, 66

E

EFT Status 73
 Eligible Aid Category 156
 Eligible Aid Category Codes 142
 Enrollment Network Effective Date40
 Enrollment Network End Date 41

F

Financial Institution..... 75

L

Labels..... 49
 Login ID 65
 LOGIN ID..... 48

M

Machine Name..... 50
 Managed Care Adjustment Menu
 Tree..... 121
 Managed Care Adjustment Menu
 Window 120
 Managed Care Indicator..... 107
 Managed Care Menu Window 1
 Managed Care Window Menu Tree. 2
 MCO 3
 MCO Capitation Maintenance Menu
 Tree..... 52
 MCO Capitation Maintenance
 Window 51
 MCO ECC Maintenance Menu Tree
 60
 MCO ECC Maintenance Window . 59
 MCO EFT Account/Financial
 Institution Maintenance Menu Tree
 70
 MCO EFT Account/Financial
 Institution Window 69
 MCO EFT Listing Menu Tree 109
 MCO EFT Listing Window 109

MCO ID9, 35
 MCO Name..... 9
 MCO Provider Network Maintenance
 Menu Tree..... 84
 MCO Provider Network Maintenance
 Window 83
 MCO Region..... 54
 MCO Region Eligibility Maintenance
 Menu Tree..... 78
 MCO Region Eligibility Maintenance
 Window 77
 MCO Selection Window..... 6
 MCO Selection Window Menu Tree 7
 MCO Tax ID Maintenance Menu
 Tree..... 97
 MCO Tax ID Maintenance Window
 96
 MCO/Region Maintenance Menu
 Tree..... 12
 MCO/Region Maintenance Window
 11
 Month's With No Capitation
 Payments Found!! Window 150
N
 NECS/Disk Size.....47, 63
 Network 34
P
 Password..... 49
 PMP Enrollment Network
 Maintenance Menu Tree 38
 PMP Network Enrollment
 Maintenance Window 37
 Potential Managed Care Recipients
 Menu Tree..... 104
 Potential Managed Care Recipients
 Window 103
Potential MC Recip..... 4
 Production Date47, 64
 Provider MCO Enrollment List
 Window 90

Provider MCO Network Maintenance
 Menu Tree..... 91

R

Rate Cell 117
Rate Cell Maintenance..... 4
 Recipient Capitation Adjustments
 Menu Tree..... 131
 Recipient Capitation Adjustments
 Window 130
 Recipient Capitation History Menu
 Tree 126
 Recipient Capitation History Window
 125
 Recipient End Date Capitation
 Adjustments Menu Tree..... 160
 Recipient End Date Capitation
 Adjustments Window 159
 Recipient PMP History for Capitation
 Adjustments Menu Tree..... 146
 Recipient PMP History for Capitation
 Adjustments Window 145
 Recipient Reconciliation Payments
 Window 152
 Recipient Reconciliation Payments
 Window Menu Tree 153
 RID No 106

S

Sender ID 65
 Software Co48, 64
Software Company..... 4
 State Region Selection Window 27
 State Region Selection Window
 Menu Tree..... 28
 Submission Type47, 63

T

Target Percentage 35

U

Urban/Rural (list title)..... 56